

URBAN/MUNICIPAL

CA40NHBLA05

C51P2

Apr 1989 -

HAMILTON, ONT. COUNCIL

COMMITTEE AGENDAS -

PERSONNEL COMMITTEE

CEASED PUBLICATION IN  
JANUARY 1990 AS COMMITTEE  
REPLACED BY FINANCE AND  
ADMINISTRATION COMMITTEE  
CA40NHBLA05-C51F31







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C51P2

1989

E. A. SIMPSON  
CITY CLERK

K. E. AVERY  
DEPUTY CITY CLERK



CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

# THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

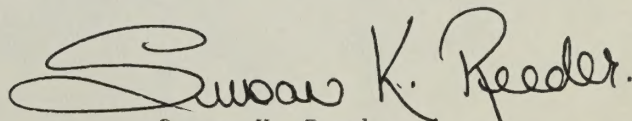
1989 April 14th

## NOTICE OF SPECIAL MEETING URBAN MUNICIPAL

Personnel Committee  
Tuesday, 1989 April 18th  
6:00 o'clock p.m.  
Room 233, City Hall

APR 17 1989

GOVERNMENT DOCUMENTS

  
Susan K. Reeder  
Secretary

SKR:dbm

ALL MEMBERS OF CITY COUNCIL ARE INVITED TO ATTEND.

A Joint Meeting of the City and Regional Personnel Committees will be held to consider a Report from the Commissioner of Human Resources on Collective Bargaining.

A short City Council meeting will follow at 7:15 o'clock p.m., with Regional Council following at 8:00 o'clock p.m.

Dinner will be served in Room 219 at 5:30 o'clock p.m.







CA4 ON HBL AOS  
CSIP2  
1989

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## THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 April 14th

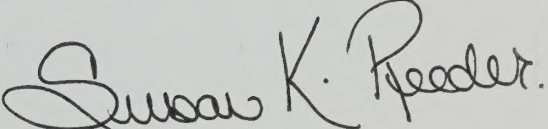
URBAN MUNICIPAL

APR 17 1989

### NOTICE OF MEETING

GOVERNMENT DOCUMENTS

Personnel Committee  
Wednesday, 1989 April 19th  
9:30 o'clock a.m.  
Room 233, City Hall

  
Susan K. Reeder  
Secretary

SKR:dbm

### A G E N D A

1. Chairman's Remarks.
2. Minutes of the meetings held Wednesday, 1989 March 22nd.

### COMMISSIONER OF HUMAN RESOURCES

3. Pay Grade Assignment for non-union position in the Public Works Department.
4. Extension of Employment - Mr. Ed Faris.
5. Advertising.
6. Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton to 1989 April 5th.

I







INFORMATION ITEMS

7. City Solicitor - correspondence dated 1989 March 15th to Ross & McBride re: City Litigation files.
8. City Solicitor - report dated 1989 March 20th re: City Litigation files - payment to Mackesy, Smye, Turnbull, Grilli & Jones for professional services - Interim Account - Amount \$6,031.82.
9. Ross & McBride - correspondence dated 1989 March 23rd to City Solicitor re: City Litigation files.
10. City Solicitor - correspondence dated 1989 April 7th re: Notice of Termination of Employment.
11. Director of Public Works and Commissioner of Human Resources - report dated 1989 April 12th to the Transport and Environment Committee re: New Position, Foreman III, Horticulture Section, Parks Division.
12. Secretary, Finance Committee - correspondence dated 1989 March 17th to Secretary of the Personnel Committee re: Facsimile (FAX) machines.
13. Canada Labour Views Co. Ltd. Conference - "The Changing Style of Arbitration and Pay Equity - Bargaining Implications" - Tuesday, 1989 April 25th, Toronto.
14. City Treasurer - correspondence dated 1989 March 29th to the Department of Regional Finance re: Account No. 0341-0113 - Water Rates and Sewer Surcharges.
15. List of Outstanding Committee Items.
16. Other Business.

IN CAMERA AGENDA

17. Minutes of the IN-CAMERA meeting held Wednesday, 1989 March 22nd.
18. List of Outstanding IN-CAMERA Committee Items.
19. Other Business.
20. Adjournment.



# Introduction

The purpose of this study is to investigate the effects of various factors on the growth of a certain plant species. The study was conducted over a period of six months, during which time the plants were grown under different conditions. The results of the study are presented in the following sections.

The first section of the study is a literature review, which provides a background on the growth of the plant species. The second section is a description of the experimental design, which includes details on the growth conditions and the measurement of growth. The third section is a presentation of the results of the study, which are discussed in the fourth section. The fifth section is a conclusion, which summarizes the findings of the study.

The results of the study show that the growth of the plant species is significantly affected by the growth conditions. The growth rate is highest under the most favorable conditions and lowest under the least favorable conditions. The results also show that the growth rate is affected by the duration of the study.

The conclusion of the study is that the growth of the plant species is significantly affected by the growth conditions. The results of the study provide a basis for further research on the growth of the plant species. The study also provides a basis for the development of a model for the growth of the plant species.



Wednesday, 1989 March 22  
9:30 o'clock a.m.  
Room 233. City Hall

The Personnel Committee met.

**There were present:** Alderman B. Hinkley, Chairman  
Alderman T. Jackson, Vice-Chairman  
Mayor Robert M. Morrow  
Alderman T. Murray  
Alderman D. Christopherson  
Alderman J. Gallagher  
Alderman V. Agro  
Alderman D. Agostino

**Regrets:** Alderman T. Cooke

**Also present:** Alderman D. Ross  
Alderman H. Merling  
Alderman D. Drury  
Alderman M. Kiss  
Alderman W. McCulloch  
Alderman G. Copps  
Alderman J. Smith  
Mr. L. Sage, Chief Administrative Officer  
Mrs. C. Lowe, Commissioner of Human Resources  
Mr. E. A. Simpson, City Clerk  
Chief L. Saltmarsh, Fire Department  
Mr. K. Rouff, City Solicitor  
Mr. D. Carson, Mayor's Office  
Mrs. D. Jones, Human Resources Centre  
Mr. J. Johnson, Human Resources Centre  
Mr. P. Hooker, City Solicitor's Office  
Mr. R. Roszell, City Solicitor's Office  
Mr. W. Hubar, City Solicitor's Office  
Ms. L. Lawrence, City Solicitor's Office  
Mr. P. Barkwell, City Solicitor's Office  
Mr. L. Farr, City Solicitor's Office  
Mr. B. Loreto, City Solicitor's Office  
Mr. Stringer, Labour Lawyer for the City of Hamilton  
Mr. R. Bowman, Firefighter's Association  
Mrs. Susan K. Reeder, Secretary

The Committee was in receipt of the minutes of their meeting held Wednesday, 1989 February 22, Friday, 1989 February 24 and Monday, 1989 March 13. The Committee agreed to APPROVE these minutes.

The Committee then continued their discussion from a special meeting of the Personnel Committee held on 1989 March 13 with respect to correspondence from the lawyers in the City Solicitor's Office dated 1989 March 1 - Ivor Wynne Stadium - Proposed Lease to D. O. Braley, In Trust.

The Committee was in receipt of correspondence from the lawyers in the City Solicitor's Office dated 1989 March 14 respecting this matter.

The Committee was also in receipt of correspondence from the lawyers in the City Solicitor's Office dated 1989 March 14 regarding the special Personnel Committee meeting held on 1989 March 13 respecting the above-noted matter.

Mayor Morrow spoke to the Committee on his absence from the previous special meeting and questioned the telephone polls conducted to determine a quorum. The Mayor also made comments about the media coverage of his absence at the last special meeting of the Personnel Committee. Considerable discussion ensued on this matter.

The Committee then discussed whether the substance of the charges made by Mayor Morrow that the City Solicitor's were "insubordinate" should be discussed in public or in-camera.

Minutes - 1989  
February 22,  
1989 February 24,  
1989 March 13.

Continuation of  
discussion - City  
Solicitor's Office  
-Proposed Lease to  
D.O. Braley, In  
Trust.



Mr. P. Hooker of the City Solicitor's Department responded to the Committee and indicated that the lawyers wish to have this matter heard in public since the charges were made in public.

The Committee discussed the matter of whether to discuss the charges in public or in-camera for a considerable length of time and it was then moved by Alderman Gallagher, seconded by Alderman Agostino to hold the meeting IN-CAMERA. A recorded vote was taken as follows:

Yeas: Alderman Gallagher, Agostino, the Mayor.

Nays: Alderman Hinkley, Jackson, Murray, Christopherson and Agro.

As the motion was LOST, the Committee then proceeded to discuss this matter IN PUBLIC.

A brief adjournment then took place and; following which the meeting proceeded to deliberate on the substance of the charges made by Mayor Morrow that the City Solicitor's Department had been "insubordinate".

Mr. P. Hooker of the City Solicitor's Office spoke to the Committee briefly on this matter. Mayor Morrow then responded.

Mayor Morrow cited the Municipal Act which outlines his responsibilities. He also quoted from a recent Hamilton Spectator Editorial. Mayor Morrow then outlined the history of events leading up to the charges made at Council by himself of the City Solicitor's being "insubordinate". The Mayor also outlined instances of dealings with representatives of the City Solicitor's Office with respect to the Tiger-Cat deal and referred to articles printed in the Hamilton Spectator and the feedback he has been getting from the Community.

Following the Mayor's presentation on this matter, the Committee adjourned for a light lunch and reconvened again at 12:20 noon.

Mr. P. Hooker of the City Solicitor's Office addressed the Committee. He spoke on the points previously mentioned by the Mayor and outlined the history of the City Solicitor's Department involvement with the Tiger-Cat Football Club matter. Mr. Hooker then outlined the professional code of conduct that lawyers attest to and spoke to the memo given to the Committee from the Department on their opinion on the Tiger-Cat deal.

Mr. Hooker questioned the ramifications of future deliberations of the City staff if the City lawyers are deemed to be insubordinate for provided professional views on issues. Mr. Hooker also outlined By-law No. 3 - Role of the City Solicitor.

Mr. Hooker requested that the Personnel Committee and City Council make a motion to exonerate the City Solicitor's Department of the charges made with the reassurance that no adverse repercussions re: i.e. notes on file, salary restrictions, etc. would be placed against them. He also asked that consideration be given to establishing a policy to govern how professional staff and their advice should be handled by the elected officials.

Mr. R. Roszell of the City Solicitor's Department spoke briefly to the Committee and expressed concerns that he is unsure of where the City Solicitor's Office erred in the Hamilton Tiger-Cat Football Club matter.

Mayor Morrow then responded on a "point of privilege". Some question arose on the procedural method of dealing with a point of privilege and the City Clerk clarified that the person cannot interrupt a speaker on a point of privilege but is allowed to speak immediately after that speaker.

Mayor Morrow differed with Mr. Hooker's interpretation of the meeting in his office.



Mr. Hooker questioned that the instructions that the City Solicitor's Office received from City Council were exact instructions for preparing a contract whereby Mr. Hooker stated that it would appear that the outside Solicitor's hired by the City had been given latitude to draw up a contract based on more than one scenario.

Some discussion then ensued on whether the Mayor should be voting on the issue and Mr. Stringer, the City's legal lawyer, advised that it would be prudent for the Mayor to abstain from voting as he has an "interest" in this matter.

Mr. Stringer then addressed the Committee. He indicated that he had been apprised of the circumstances surrounding the issue before the Committee respecting the City Solicitor's Office and the Mayor with the dealings with the Hamilton Tiger-Cat Football Club.

Mr. Stringer advised that he had spoken with Mr. Steven Travis, Law Society of Upper Canada, and asked for advice on this situation with respect to the code of conduct of the City lawyers. Mr. Travis consulted with the senior member of the Professional Conduct Committee and Mr. Stringer put all of his requests in writing to Mr. Travis.

Mr. Stringer gave his personal view that the City Solicitor's should have drawn up the required agreement, but advised Council in writing that in their view the contract was illegal. Mr. Stringer then advised that he received a letter from Mr. Travis on 1989 March 10 and read the letter to the Committee which concurred with Mr. Stringer's view.

Mr. Stringer then spoke to the Committee on the definition of the term insubordination and referred to several law books. He defined the term as "refusal by an employee to follow an order given by the employer". He added that had the City Solicitors followed the course which he previously recommends that an action deemed illegal would have been committed by City Council and not the City lawyers. Mr. Stringer also suggested that the City lawyers should have asked verbally for an opinion from the Law Society.

The Committee then discussed this matter at great length. Mr. Hooker responded and indicated that the City Solicitors had consulted a book written by Mr. Steven Travis which differed from Mr. Stringer's view which indicates that the lawyer's conscience should be their guide and quoted several articles which stated the same.

The Committee then continued their discussion on this matter.

Mr. Stringer advised that City Council should determine what type of legal service they want from their legal staff, i.e. inventive or straight advice.

Alderman McCulloch spoke to the Committee and asked for clarification on the charges of insubordination which would reflect one person rather than a group. Mayor Morrow then clarified that his charges of insubordination were directed at Mr. Hooker alone and not the whole department.

It was then moved by Alderman Gallagher, seconded by Alderman Agro that all of the discussion and information "BE RECEIVED".

Recorded vote: Nays: Hinkley, Jackson, Murray, Christopherson.

Yeas: Gallagher, Agostino, Agro.

Note: Mayor Morrow abstained.

MOTION LOST.



It was then moved by Alderman Jackson, seconded by Alderman Murray that the meeting move IN-CAMERA to discuss this matter. **MOTION LOST.**

It was then moved by Alderman Christopherson, seconded by Alderman Murray:

- (a) That City Council accept the Committee resolve that no clear determination can be made of insubordination on the part of the Legal Department but that based on the Law Society position there can be no declaration of absence of insubordination; and
- (b) That the Personnel Committee accepts that the public airing by all sides constitutes a resolve to this matter.

Recorded vote: Yeas: Murray, Christopherson, Hinkley.

Nays: Jackson, Gallagher, Agro, Agostino.

Note: Mayor abstained.

**MOTION LOST.**

It was moved by Alderman Agro, seconded by Alderman Agostino that **NO ACTION** be taken on this matter. **MOTION LOST.**

Moved by Alderman Hinkley, seconded by Alderman Murray that:

Whereas the Legal Department of the City of Hamilton has refused to draft an agreement with respect to the Hamilton Tiger-Cat Football Club; and

Whereas the Legal Department's refusal was based on their belief that the agreement was illegal, violated the Law Society's Rules of Conduct and risked possible disbarment; and

Whereas the Legal Department's approach towards their responsibilities was inappropriate.

Therefore be it resolved that the Council of the City of Hamilton find the actions of the City Solicitors was not insubordinate but that the manner and method implemented by the Legal Department was unacceptable and that the Council considers the matter closed.

**MOTION LOST.**

A motion was made to adjourn the meeting.

**MOTION LOST.**

It was moved by Alderman Agro, seconded by Alderman Murray:

That the Personnel Committee **RECEIVES** the item, correspondence and discussion respecting the City Solicitor's Department and the Mayor with respect to the Hamilton Tiger-Cat Football Club matter.

Recorded vote: Yeas: Murray, Gallagher, Agostino, Agro.

Nays: Jackson, Hinkley, Christopherson.

Note: Mayor abstained.

**MOTION CARRIED.**

Meeting reconvenes.

The Committee then recessed for a brief break and reconvened at 3:20 o'clock p.m.



The following persons were present: Alderman Hinkley, Chairman  
Alderman Jackson, Vice-Chairman  
Mayor Robert M. Morrow  
Alderman Murray  
Alderman Agostino  
Alderman Christopherson  
Alderman Gallagher

Also present: Mr. L. Sage, Chief Administrative  
Officer  
Mrs. C. Lowe, Commissioner of Human  
Resources  
Chief Saltmarsh  
Mr. E. Matthews, City Treasurer  
Mr. R. Hammel, Treasury Department  
Mr. K. Rouff, City Solicitor  
Mr. R. Roszell, City Solicitor's  
Office  
Mr. P. Hooker, City Solicitor's  
Office  
Mrs. Susan K. Reeder, Secretary

The Committee then deliberated on their 1989 Budget Estimates.

The Committee was in receipt of a letter from Mr. R. M. Plant of Ross & McBride, to the City Solicitor respecting City Litigation Files dated 1989 February 28.

The Committee was in receipt of a letter from the City Solicitor dated 1989 March 8 respecting the 1989 Budget - Special Meeting of Council - Friday, March 10 1989.

The Committee was in receipt of an added report from the City Solicitor dated 1989 March 20 respecting the 1989 Budget.

The Committee was in receipt of a report from the City Treasurer dated 1989 March 15 respecting the 1989 Current Budget Estimates and Ranked Packages.

Considerable discussion ensued on the recommended deletion of the Solicitor IV, Law Clerk and Stenographer IV from the City Solicitor's proposed budget.

The Committee AGREED that the position of Solicitor IV, Law Clerk and Stenographer would be moved up above the cut-off line but that the second Law Student requested would be deleted.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 March 22 respecting the Human Resources Centre 1989 Budget.

The Commissioner of Human Resources spoke to this report and asked that changes be made to the recommended cut-off point.

The Committee APPROVED the following:

That the Human Resources Centre Budget Packages #105, #135 and #138 be approved subject to the following:

As savings are expected to materialize in Worker's Compensation costs as a result of the hiring of an additional Safety Officer and an Ergonomist. It is recommended that the funds for these positions totalling \$34,260., both of which are above the recommended funding line, be offset with a reduction in the W.C.B. appropriation thus reducing the amount to be budgeted and allowing the three packages totalling \$34,810. falling below the recommended funding line be moved up to replace them.

1989 Budget  
Estimates.  
- City Solicitor's  
Department.

- Human Resources  
Centre.



NOTE: This recommendation is with concurrence of the City Treasurer. The Region has approved all Human Resources Centre Packages, thus leaving the Human Resources Centre in the position of possibly having to supply a different level of service to the City than it does to the Region should the three packages falling below the City's recommended funding line be cut. In the Regional portion of the Human Resources Budget the safety related packages were all funded from the W.C.B. reserve.

## IN CAMERA SESSION.

The Committee then met IN-CAMERA to discuss a matter of a Private and Confidential nature.

Payment of Account -  
Ross & McBride.

The Committee moved into public session and were in receipt of a report from the City Solicitor dated 1989 March 16 respecting City Litigation Files - Payment to Ross & McBride, for professional services for the Month of February 1989.

The Committee APPROVED the following:

That the account of Ross & McBride, Barristers & Solicitors, dated 1989 February 28, in the amount of \$53,326.49, BE APPROVED.

NOTE: This account covers their litigation services for the City for the month of February 1989.

Revenues - Hamilton  
Fire Department.

The Committee was in receipt of a report from the Fire Chief dated 1989 February 7 respecting Revenues - Hamilton Fire Department.

The Committee APPROVED the following:

That the Hamilton Fire Department - Fire Prevention Service Fee Schedule attached herewith and marked APPENDIX "A", BE APPROVED.

The Committee was also in receipt of an Information Report from the Fire Chief dated 1989 March 7 providing additional information on the report entitled Revenues - Hamilton Fire Department on similar fees charged by other Fire Departments.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 March 7 respecting Pay grade assignments for non-union positions in the Public Works Department.

The Committee APPROVED the following:

That the pay grades of the following non-union positions in the Public Works Department BE APPROVED:

<u>Position Title</u>	<u>Function</u>	<u>Grade</u>	<u>Range</u>
(a)			
Superintendent of Operations, Central Garage	Direct the maintenance of and co-ordinate the use of all mobile equipment operated by the City.	J	43,145.96 - 50,862.24
(b)			
Parks Development Co-Ordinator	To prepare and maintain a park development master plan and to co-ordinate Parks Division activities with other departments developing government and citizen groups.	K	38,038.00 - 44,776.16

## Pay grade assignments for non-union positions - Public Works Department.



(c)

General Foreman	Supervise the	L	34,886.28 -
Beautification	beautification program		41,081.04
	of the City of Hamilton.		

NOTE: These positions result from reorganization within the Department of Public Works.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 March 8 respecting Leave of Absence for Mr. V. Gulotta - Cemetery Division of the Public Works Department.

Leave of Absence -  
Mr. V. Gulotta,  
Cemetery Division,  
Public Works  
Department.

The Committee APPROVED the following:

That Mr. Gullotta be permitted to take a non-paid 28 days leave of absence from July 14 1989 to August 23 1989 inclusive.

NOTE: Mr. Gullotta will be vacationing overseas with family. The leave of absence will be taken in conjunction with his vacation.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 March 8 respecting Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton to 1989 March 7.

Appointments to  
and Terminations  
from Permanent  
Positions with the  
City to 1989 March 7.

The Committee was also in receipt of a report from the Commissioner of Human Resources dated 1989 March 8 respecting Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton to 1988 November 25.

The Committee APPROVED the following:

That the Appointments to and Terminations from Permanent positions with the Corporation to 1989 March 7 and, 1988 November 25, attached herewith and marked APPENDIX "B", BE APPROVED.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 March 14 respecting a Policy on Personal Harassment in the Workplace.

Policy on Personal  
Harassment in the  
Workplace.

The Committee APPROVED the following:

- (a) That the Policy on Personal Harassment in the workplace BE AMENDED to include procedures for dealing with harassment related to elected officials, as follows:
- (i) That the existing procedure should cover written complaints of harassment whether it be elected official to employee or employee to elected official or elected official to elected official. Such a complaint may bypass the regular procedure of speaking to the harasser or Supervisor or Department Head and be filed directly with the Commissioner of Human Resources.
  - (ii) The Commissioner of Human Resources has the responsibility to investigate such complaints. Following the investigation a finding shall be documented and steps for resolution taken.



- (iii) In the event the finding and recommended resolution are mutually satisfactory to the parties the process ends. If the finding and recommended resolution are not satisfactory to all or any of the parties or the particulars of the situation are such that corrective action by Council may be deemed appropriate, the Commissioner of Human Resources shall prepare a report for the Personnel Committee. As is the case in the current policy, all information concerning the case as it relates to employees should be kept confidential and not be placed on the complainant's personnel file.
- (iv) In cases which might involve elected officials, recommended action by the Personnel Committee to Council might include:
  - (1) a motion disassociating Council from the conduct of the elected official;
  - (2) a motion censuring the elected official for his conduct;
  - (3) any other action deemed appropriate by Committee and Council.

Procedure for  
Hearing a  
Personal Harrass-  
ment Complaint at  
the Personnel  
Committee.

The Committee was also in receipt of a letter from the Chairman of the Personnel Committee dated 1989 March 20 respecting this matter. The Committee discussed this memorandum and APPROVED the following procedure for hearing a Personal Harassment Complaint at the Personnel Committee.

#### PROCEDURE FOR HEARING A PERSONAL HARASSMENT

##### COMPLAINT AT THE PERSONNEL COMMITTEE

1. Upon receiving the report from the Commissioner of Human Resources, the Personnel Committee will hold a special in-camera meeting to hear from the complainant. The parties involved in the matter will be advised by the Secretary of the Committee when the hearing is to take place and be given the choice to be present to observe and listen only.
2. Once the complainant has completed his/her submission, he/she has the choice to remain to observe and listen only.
3. The other party or parties involved will be heard in the order decided by the Committee and on the same basis and procedure as the complainant.

**NOTE:** In the case of an elected official being involved, the honouring of this request will be subject to the goodwill of the elected officials. It is doubtful that a committee has the authority to prevent any elected member of City Council from attending any committee meeting of City Council.

##### PROCEDURES DURING THE HEARING:

1. The proceedings of the hearing shall be recorded in its entirety by a court stenographer.
2. The members of the committee shall not debate or discuss the issue until all the submissions have been heard. The Committee members shall restrict their comments to questions or points of clarification and refrain from expressing opinion.



3. Throughout the hearing the Committee membership shall remain the same and not change until the entire hearing is completed. Committee members are not to leave and enter the meeting at intervals. If a member must leave for a short period of time, a brief recess is to be called.

DECISION OF THE COMMITTEE:

The Committee may use its discretion and decide to take any of the following courses of action:

- (a) reserve its decision for a period of time to consider the matter.
- (b) call the parties back to reach agreement or a mutually satisfactory arrangement.
- (c) a definite recommendation to City Council.
- (d) a public statement of resolution or action.

Any decision of the Committee should be made by way of a formal public statement.

AFTER THE DECISION OF THE COMMITTEE:

Any further public comments that deviate from the Committee's statement is the responsibility of the individual making them and does not reflect the collective position of the Committee.

The Committee was in receipt of a report from the Secretary of the Mayor's Race Relations Committee dated 1989 March 1 respecting Recruitment of Visible Minorities and Women into the Workforce - City of Hamilton.

The Committee APPROVED the following:

- (a) That the Human Resources Department be directed to prepare a report to include:
  - (i) The present composition of Human Resource personnel with regard to visible minority status.
  - (ii) Plans in terms of goals and timetables (not quotas) for hiring, promoting and training visible minorities within the Human Resources Department.
  - (iii) Efforts the Human Resources Department is making to ensure that the composition of the departmental workforce is representative of the community.
- (b) That the Fire Department be urged to set goals and timetables (not quotas) in their attempts to recruit visible minority members and to report back to the Mayor's Race Relations Committee.

The Committee was in receipt of the following Information Items:

- (a) Fire Chief - 1989 Disaster Management Conference - Hamilton.
- (b) City Solicitor - Payment of Account - Ross & McBride - Month of 1989 January - \$8,503.69.
- (c) City Solicitor - Payment of Account - Mackesy, Smye, Turnbull, Grilli & Jones - Delmar vs. City - account dated 1989 January 20 - \$600.00.

Recruitment of  
Visible Minorities  
and Women into the  
Workforce - City  
of Hamilton.

Information Items.



- (d) City Solicitor's Office - letter dated 1989 March 2 - Job Descriptions - Union Local 167 - City Solicitor's Department, Secretaries Salaries.
- (e) Letter from Mr. R. M. Plant, Ross & McBride to members of the Personnel Committee dated 1989 February 20 respecting Litigation Legal Services for the Year 1989.
- (f) Letter from Mr. R. Roszell of the City Solicitor's Office to Ross & McBride, dated 1989 February 23 re: Litigation Files.
- (g) Letter from the City Solicitor's Department to the Commissioner of Human Resources dated 1989 March 16 respecting City Solicitor's Department Legal Secretary Salaries.
- (h) List of Outstanding Committee Items.

Adjournment.

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN  
PERSONNEL COMMITTEE

Susan K. Reeder  
Secretary  
1989 March 22



3.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Cheryl A. Lowe  
Commissioner of Human Resources

DATE: 1989 April 6  
COMM FILE:  
DEPT FILE: C-014-89

SUBJECT: Pay Grade assignment for non-union position in the Public Works Department.

RECOMMENDATION:

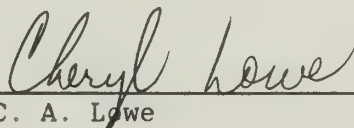
That the pay grade of the position of General Foreman/Woman (Turf) in the Public Works Department be approved at Salary Grade "L" with a salary range of \$34,886.28 - \$41,081.04.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Accommodated within the existing budget.

BACKGROUND:

This position is now graded in the same salary grade as the position of General Foreman/Woman (Beautification), (Cemeteries), (Parks), (Sanitation), and (Trees).

  
C. A. Lowe







FOR ACTION

4.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Cheryl A. Lowe  
Commissioner of Human Resources

DATE: 1989 April 6

COMM FILE:

DEPT FILE: C-012-89

APR 7 1989

SUBJECT: Extension of Employment - Mr. Ed Faris

RECOMMENDATION:

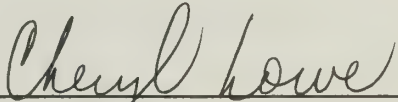
That Mr. Faris's services as Supervisor of Central Microfilming, be retained for a further six-month period commencing April 1, 1989 and ending September 30, 1989.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

Mr. Faris will be retiring effective March 31, 1989. Both Mr. Faris and the Information Systems Department are in agreement to have Mr. Faris continue on a temporary six-month basis. Mr. Faris's experience and expertise in Records Management and microfilming development activities are of significant benefit to the City.

  
C. A. Lowe







FOR ACTION

5.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mrs. C. Lowe  
Commissioner of Human Resources

DATE: 1989 April 13

COMM FILE:

DEPT FILE:

APR 13 1989

SUBJECT: Advertising

RECOMMENDATION:

That the cost of advertising for vacant positions beyond the amount approved in the 1988 budget be by Offset Funding in the individual departments. Gapping which occurs when filling a position will allow for this.

We would also recommend in future years that all advertising for vacant positions be funded in this manner.

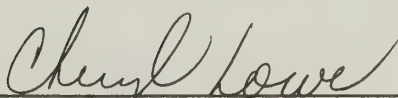
FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

	<u>Budget</u>	<u>Costs</u>
1987	\$18,350	\$21,550
1988	\$14,490	\$58,700 (\$44,210 covered by offset funding)
1989	\$35,140	\$56,250 (year to date)

Attached is a list of the advertising costs for the months of January, February, March and the beginning of April.

BACKGROUND:

Due to an unusual amount of activity in the recruiting of senior personnel, the advertising budget for 1989 has already been spent. Although the Human Resources Centre monitors requests for advertising, the decision as to whether or not to advertise rests primarily with the department. Rather than informing them that we cannot advertise at all, this recommendation places responsibility for funding with the area where the primary decision is made.



Signature

attachment



ADVERTISEMENT COSTS TO DATE FOR 1989

H.E.C.F.I.	\$15,049.89
Public Works	\$18,136.86
Culture & Recreation	\$12,570.32
Building	\$5,787.56
Information Systems	\$4,709.20



FOR ACTION

6.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Cheryl A. Lowe  
Commissioner of Human Resources

DATE: 1989 April 6  
COMM FILE:  
DEPT FILE: C-013-89

SUBJECT: Appointments to and Terminations from Permanent Positions with the Corporation to April 5, 1989.


RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

  
C. A. Lowe



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Paul L. Brown	By-Law Enforcement Constable (B-5)	Traffic	Replacing Mr. L. Brown - terminated	\$435.67 to \$509.81	\$435.67 per week (1 of 5)	March 10, 1989
Ms. Helen Groeneveld	Typist Clerk II (E-2)	Treasury	Replacing Ms. L. Cooper - promoted	\$339.51 to \$385.75	\$339.51 per week (1 of 3)	April 03, 1989
Mr. William D. Christensen	By-Law Enforcement Constable (B-5)	Traffic	Replacing Mr. K. Edgar - promoted	\$435.67 to \$509.81	\$435.67 per week (1 of 5)	March 01, 1989
Mr. Michael Cosentino	Traffic Service Foreman/woman (13A)	Traffic	Replacing Mr. F. Pike - deceased	\$26,837.72 to \$31,966.48	\$26,837.72 per annum (1 of 3)	March 13, 1989
Mr. James P. Doyle	Lieutenant (C-7)	Fire	Replacing Mr. Wm. Hildrop - retired	\$44,429.54	\$44,429.54 per annum	March 19, 1989
Mr. Chris W. Firth-Eagland	Development Co-ordinator (M)	Public Works	Replacing Mr. K. Christenson - promoted	\$32,604.00 to \$37,364.56	\$33,908.16 per annum (2 of 5)	March 06, 1989
Ms. Nancy Greenwood	Stenographer III (E-3)	Treasury	Replacing Ms. S. Hutcheon - promoted	\$361.95 to \$391.04	\$361.95 per week (1 of 3)	March 06, 1989

Prepared 05 April 1989



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Gordon T. Kerr	Manager Central Garage (G)	Central Garage (Division of Public Works)	Additional Staff approved by City Council Sept. 21/88	\$49,884.12 to \$58,795.88	\$58,795.88 per annum (5 of 5)	March 20, 1989
Mr. Robert J. MacDonald	Motor Mechanic (D-17)	Central Garage (Division of Public Works)	Replacing Mr. G. Kudlowich - resigned	\$14,523 to \$14,723	\$14,723 per hour (2 of 2)	March 06, 1989
Mr. Leslie Major	Foreman/woman II (Districts) (12-C)	Public Works	Replacing Mr. B. Maraj - retired	\$28,976.48 to \$34,604.96	\$34,604.96 per annum (3 of 3)	March 06, 1989
Mr. Paul Marson	Lieutenant (C-7)	Fire	Replacing Mr. T. McDade - retired	\$44,429.54	\$44,429.54 per annum	March 19, 1989
Mr. Wm. Melnyk	Lieutenant (C-7)	Fire	Replacing Mr. N. Kir - retired	\$44,429.54	\$44,429.54 per annum	March 19, 1989
Ms. Shelly Parry	Clerk Typist III (E-1)	Property	Replacing Ms. G. Keenan - resigned	\$322.63 to \$346.82	\$322.63 per week (1 of 3)	March 28, 1989
Ms. Shirley Strang	Clerk I - Printing & Mailing (A-3)	City Clerk's	Replacing Mr. K. McDonald - promoted	\$394.30 to \$447.93	\$394.30 per week (1 of 4)	March 13, 1989

Prepared 05 April 1989



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Michael Verboom	Building Inspector (A-12)	Building	Replacing Mr. B. Agro - resigned	\$588.12 to \$689.97	\$588.12 per week (1 of 4)	March 02, 1989
Mr. Roger Yanke	Foreman/Woman III (Districts) (13-C)	Public Works	Replacing Mr. L. Major - promoted	\$27,837.68 to \$31,969.60	\$27,837.68 per annum (1 of 3)	March 06, 1989

Prepared 05 April 1989



THE CORPORATION OF THE CITY OF HAMILTON  
TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Ms. Sheila Bolton	Control Room Clerk	Parking Authority	Resigned	3 years, 7 months	March 30, 1989
Mr. I. Dubeckyj	Truck Driver-Litter Containers	Public Works	Retired	15 years	March 31, 1989
Mr. Edmund A. Paris	Supervisor of Central Microfilming	Central Microfilming (Division of Information Systems)	Retired	14 years, 7 months	March 31, 1989
Mr. Rick Galway	Maintenance Assistant	Convention Centre (Division of H.E.C.F.I.)	Resigned	8 months	March 31, 1989
Ms. Sandra McPhee	Control Room Clerk	Parking Authority	Resigned	1 year, 9 months	March 30, 1989
Mr. Noel Miles	Welder	Central Garage (Division of Public Works)	Resigned	3 years, 2 months	March 17, 1989
Mr. Frank Pike	Traffic Service Foreman	Traffic	Deceased	32 years, 7 months	March 10, 1989
Ms. Rosemarie Spagnuolo	Stenographer I	City Solicitor's	Resigned	8 months	March 17, 1989
Mr. C. Villeneuve	Supervisor of Cleaners II	Property Maintenance	Terminated	14 years	March 23, 1989

Prepared 05 April 1989







K.A. ROUFF  
CITY SOLICITOR

P.R.A. HOOKER

D.A. POWERS

R.C. ROSZELL

L.E. FARR

L. LAWRENCE

P.A. BARKWELL

B.J. LORETO

W.J. HUBAR, Q.C.  
SOLICITORS



THE CORPORATION OF THE CITY OF HAMILTON  
OFFICE OF THE CITY SOLICITOR

CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

TEL 526-4520

1989 March 15

Messrs. Ross & McBride  
Barristers & Solicitors  
1 King Street West, 10th Floor  
Hamilton, Ontario  
L8N 3P6

Attn: R.M. Plant, Esq., Q.C.

Dear Sirs:

Re: City Litigation Files and Ross & McBride

Thank you for your letter dated February 28, 1989.  
Concerning paragraph No. 2 and in particular, your reference to  
the number of outstanding files as being 170, we have the  
following comments:

1. Presumably, the 170 figure relates to the "D.R. Vickers"  
files only and does not include the "New" (non-D.R.Vickers)  
files;
2. Our figures for the "D.R. Vickers" and "New" files are as  
follows:

a)	"D.R. Vickers"	187 "Open" and <u>156</u> "Closed" <b>343</b>
	for a total of	
b)	"New"	66 "Open" and <u>16</u> "Closed" <b>82</b>
	for a total of	
3. Concerning the 17 file discrepancy between your figures and  
ours relating to the "Vickers" files, I would point out that  
we do not close files when you advise that you are "in the  
process of closing" your files since this means to us that  
you have yet to obtain all of the required documentation  
(releases, etc.). We only close our files once you have  
advised that you have actually closed yours.



4. Concerning the possible return of the litigation files to our office:

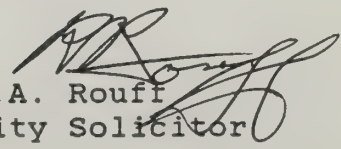
- a) we would request that you continue to press on with completion of same as the decision of the Personnel Committee is still to be adopted by Council and, even if their return is approved, it will take some time to advertise for and recruit the required personnel to deal with those files (our best estimate is that the required staff will not be available here until May or June).
- b) in your letter dated February 20, 1989, you indicated that your estimated cost for 1989 to complete 90% of the files was \$200,000.00. On the basis of your estimate and our above-mentioned time frame to recruit the required staff to deal with those files here, the Personnel Committee included \$100,000.00 (50%) of your estimate in our budget. However, your February Account is in the amount of \$50,000.00. We have the following questions -
  - i) does this \$50,000.00 amount include amounts for 1989? (i.e. your letter dated January 11, 1989 indicated that your 1988 year-end would be January 31, 1989 and would include some 1988 Accounts);
  - ii) if so, how much of your February Account relates to 1988?
  - iii) if not, how can we estimate the amount required in our 1989 budget to cover the above-mentioned 6 month transition period - i.e. your Account for one (1) month is one-quarter (1/4) of your entire annual estimate.

5. There is still a problem with the \$25.00 administration fee. In your January 11, 1989 letter, you indicate that same will be deducted from each file as it is billed. What about files that have already been closed?

Your early reply would be appreciated.

Yours truly,

KAR:ead

  
K.A. Rouff  
City Solicitor

c.c. Chairman & Members, Personnel Committee  
Attention: Mrs. S.K. Reeder, Secretary ✓  
 c.c. Mr. L. Sage, Chief Administrative Officer  
 c.c. Mr. E.C. Matthews, City Treasurer  
 c.c. Ross & McBride - Attn: W.G. Charlton, Esq., Q.C.



FOR INFORMATION

8.

REPORT TO: Chairman & Members, Personnel Committee  
Attn: Mrs. S.K. Reeder, Secretary

FROM: K.A. Rouff  
City Solicitor

DATE: 1989 March 20  
COMM FILE:  
DEPT FILE: 400-2/89.1  
Account 100-12.2  
(Account - 100-12.1)

SUBJECT: City Litigation Files -  
Payment to Mackesy, Smye, Turnbull, Grilli & Jones  
for professional services -  
Interim Account - Amount: \$6,031.82

MAR 23 1989

BACKGROUND:

At its meeting on August 24, 1988, the Committee requested that it be kept informed of all amounts paid to Ross & McBride (and Mackesy, Smye, Turbull, Grilli & Jones). In this regard, we would advise as follows:

1. The City has received an Account from Mackesy, Smye in the amount of \$6,031.82 (made up of \$5,822.50 for fees and \$209.32 for disbursements). This Account has been processed for payment;
2. The following is a summary of the amounts paid to Mackesy, Smye in 1989 to date:

Amount paid to Mackesy, Smye in 1989 prior to this Account	\$ 600.00
---	-----------

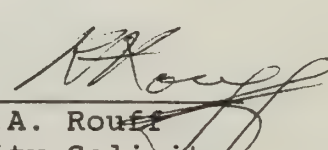
Amount for this 1989	
Interim Account - (Fees) \$5,822.50	
- (Disb) \$ 209.32	\$ 6,031.82

TOTAL AMOUNT PAID TO MACKESY, SMYE IN 1989 TO DATE	\$ 6,631.82
---	-------------

3. TOTAL AMOUNT PAID TO ROSS & McBRIDE IN 1989 TO DATE	\$ 8,503.69
---	-------------

4. TOTAL AMOUNT PAID TO ROSS & McBRIDE AMD TO MACKESY, SMYE TO DATE	\$15,135.51 =====
--	----------------------

KAR:ead

  
K.A. Rouff  
City Solicitor

c.c. Mr. E.C. Matthews, City Treasurer







# ROSS & McBRIDE

BARRISTERS & SOLICITORS  
PATENT & TRADE MARK AGENTS

WILLIAM L. ROSS, K.C. (1890-1947)  
PAUL D. READ, Q.C.  
RICHARD L. VERITY, Q.C.  
ROGER M. MORRIS  
ROBERT M. ORR  
ALLAN C. MILLWARD  
JAMES W. OLIVER  
PETER R. TICE  
DAVID E. IVEY  
GERARD P. MURPHY  
PATRICK J. HOFBAUER  
LAUREL EVANS  
RALPH W. BENEDICT  
MICHAEL C. BRUDER  
NEIL R. HENDRY  
ELIZABETH C. SHEARD  
M. O. LOUISE BARRY

ROBERT P. McBRIDE, Q.C. (1911-1965)  
ARTHUR L. BINKLEY, Q.C.  
MARVIN B. DABOLL, Q.C.  
HUGH F. DEAN, Q.C.  
W. GRAYDON SHEPPARD  
GERALD B. AGGUS  
RICHARD W. SHIELDS  
JEFFREY R. MANISHEN  
ROBERT B. MUNROE  
DAVID S. GODARD  
GARY J. KUZYK  
ALLAN R. HORTON  
JOHN N. JONES  
KENDRA M. COATS  
SCOTT E. PREECE  
ANNE C. T. BARBER  
ANTHEA E. HELLING

CECIL W. ROBINSON, Q.C. (1929-1988)  
DONALD M. MANN, Q.C.  
ROBERT L. ROBINSON  
J. ARTHUR WYNN, Q.C.  
JAMES A. SWEETLOVE  
DAVID J. GREGORY  
PAUL D. PARADIS  
KEVIN I. M. SMITH  
JOHN S. HALL  
LAWRENCE A. ROTENBERG  
BRIAN DUXBURY  
WAYNE P. VIPOND  
DAVID G. TIMMS  
STANLEY F. FLORAS  
MARK W. SAZIO  
GAIL E. MCCOMBS  
PAUL L. SETTINI

COUNSEL:

WILLIAM G. CHARLTON, Q.C.

DAVID GOLDBERG, Q.C.

RAYMOND M. PLANT, Q.C.

WATERDOWN

TELEPHONE (416) 526-9800  
FACSIMILE (416) 526-0732

10TH-11TH FLOORS, COMMERCE PLACE  
ONE KING STREET WEST

MAIL: P.O. BOX 907

HAMILTON, CANADA

L8N 3P6

DIRECT DIAL NUMBER (416) 572-

5303

March 23, 1989

Your File Ref. 100-12.1

The City of Hamilton,  
Office of the City Solicitor,  
City Hall,  
Hamilton, Ontario.  
L8N 3T4

Attention: R.C. Roszell, Esq.

Dear Sirs:

Re: City Litigation Files -  
Ross & McBride

This will acknowledge and reply to the items in your letter of March 15th, 1989 in the order that you have raised them.

1. The 170 files we quoted in our letter to you of February 28, 1989 refers to the "Vickers" files. The difference of 17 files between this figure and your figure of 187 in your letter of March 15th, is that the 17 files have been closed by our office and are awaiting payment.

2. We otherwise agree with the figures disclosed in this item in your letter of March 15th.

3. We consider files to be closed when there is no further work contemplated to be done on them. The files are technically open pending receipt of accounts submitted. For our purposes we did not include these files in our figures given to you.

4. (a) We will continue as instructed to handle the outstanding City files in our possession and to continue their regular and increasing closure.



(b) Our letter to Mr. Rouff of February 20th, 1989 and our letter of the same date to the Chairman and Members of the Personnel Committee both indicate that the 1989 estimate for handling of City files by our Firm will be \$150,000.00, not \$200,000.00 as you indicate in paragraph 4(b) to your letter to me of March 15th, 1989. It is still felt that about 90% of the City files will be completed this year. This could change pending your request for the return of City files before the end of the year.

(i) The \$48,128.00 in fees billed to the City for February, 1989 include services rendered in 1989. We realize that the City's year end is December 31st while our year end is January 31st. The February account was to clear up year end accumulated work in progress. Succeeding months will not be comparable.

(ii) None of the February account relates to 1988.

(iii) Our estimate of \$150,000.00 for 1989 is still our estimate and may need to be revised should you recall the City files by May or June as you seem to anticipate in your letter of March 15th.

5. The administration fee of \$25.00 per file has been eliminated with each of the current files as they are closed and reported out. The administration fee with respect to closed out files has been applied in many cases as they were closed out, and in any event will relate back to files closed out since May of 1988 when this policy was implemented by our office.

Yours sincerely

ROSS & McBRIDE

R.M. PLANT, Q.C.

c.c.: Personnel Committee

Attention: Mrs. S. K. Reeder, Secretary ✓

c.c.: Mr. L. Sage, Chief Administrative Officer

c.c.: Mr. E. C. Matthews, City Treasurer

c.c.: K. Rouff, Esq., City Solicitor

c.c.: W.G. Charlton, Esq., Q.C.

Ross & McBride



K.A. ROUFF  
CITY SOLICITOR

P.R.A. HOOKER

D.A. POWERS

R.C. ROSZELL

L.E. FARR

L. LAWRENCE

P.A. BARKWELL

B.J. LORETO

W.J. HUBAR, Q.C.  
SOLICITORS



THE CORPORATION OF THE CITY OF HAMILTON  
OFFICE OF THE CITY SOLICITOR

CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

TEL. 526-4520

1989 April 7

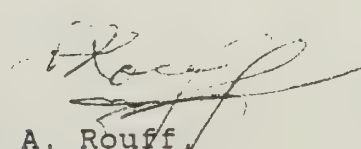
Chairman and Members,  
Personnel Committee.

Dear Alderman Hinkley:

Re: Notice of Termination of Employment

I hereby confirm that I will be terminating my  
services with the City effective Monday, July, 31, 1989.

Yours truly,

  
K. A. Rouff,  
City Solicitor.

KAR:js

c.c. Chairman and Members,  
Co-ordinating Committee  
Attention: Mr. J. J. Schatz,  
Secretary







FOR ACTION

REPORT TO: Mr. R. C. Prowse  
Secretary, Transport and Environment Committee


FROM: Mr. J. G. Pavelka, P.Eng.  
Director of Public Works  
  
Mrs. C. Lowe  
Commissioner of Human Resources

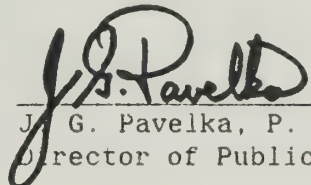
DATE: 1989 April 12  
COMM FILE: 3-2.2  
DEPT FILE: 88-1036

SUBJECT: Horticulture Section - Parks Division  
New Position - Foreman III

RECOMMENDATION:

- (a) That a Foreman III position be approved in the Horticultural Section (Forestry) of the Parks Division.
- (b) That this Foreman III's position be posted and filled immediately.

  
C. A. Lowe  
Commissioner of Human Resources

  
J. G. Pavelka, P. Eng.  
Director of Public Works

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

The 1988 Salary range for a level 13C Foreman III according to the classification is from \$27,837.68 to \$31,969.60.

Funding for this position will be completely recovered from overtime and adjustments to the staff compliment within the current budget. The Supervisors in the Forestry Section earned \$13,600 in overtime last year due to lack of a sufficient number of Supervisory Staff. In addition to this overtime cost of \$13,600 being eliminated, the staff compliment of labourers will be reduced to account for the balance of the Foreman III's salary, \$14,237.

BACKGROUND:

The demands on the Supervisory Staff has increased over the past 4 years.

1. The public has demanded more and more service with respect to Municipal tree planting and trimming. Forestry Foremen are required to investigate complaints from Aldermen, homeowners, etc.. regarding all tree related problems. For example, there has been an 80% increase in the number of tree complaints regarding Municipal tree planting and trimming the past 4 years. The following numbers details the increase in the number of tree complaints that staff are striving to deal with:



YEAR	NUMBER OF TREE COMPLAINTS
1985	4.000
1986	5.000
1987	6.000
1988	7.200

2. The addition of a Foreman III will maintain effective supervisory staff ratios throughout the year.

Presently, during the summer months, the Forestry Staff to Foreman ratio is 24 - 1. The addition of another Foreman will reduce this ratio to a more effective level of 12 - 1. In the winter, staff from the golf courses and beautification sections move into the Forestry Section to assist with the increased workload thereby increasing the staff compliment to 38, giving a ratio of 19 staff to 1 Foreman. The additional Foreman will maintain a staff ratio of 12 - 1 year round.

As well, problems have traditionally existed for the two General Foreman and Foreman II during the winter months of the Forestry Section with respect to vacation, call-out after normal hours and normal day-to-day supervision of the forestry crews. These problems mean 12 hour and 16 hour shifts for the existing supervisory staff.

Also, the General Foreman is now assuming more and more management responsibility thereby taking him out of the day-to-day operations, leaving the Foreman II alone in operating the Forestry Section with no permanent back up as assistance.

### Conclusion

To respond to the workload, it is necessary to add an additional Foreman III to the Forestry Section to be funded from our current budget.

JP/mc

cc

(TO BE CIRCULATED TO THE MEMBERS OF THE PERSONNEL COMMITTEE FOR INFORMATION)



12.

Corporation of the City of Hai  
Memorandum

\*\*\*\*\*

TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

YOUR FILE:

FROM: Mr. J. D. Thompson  
Secretary, Finance Committee

OUR FILE:  
PHONE:

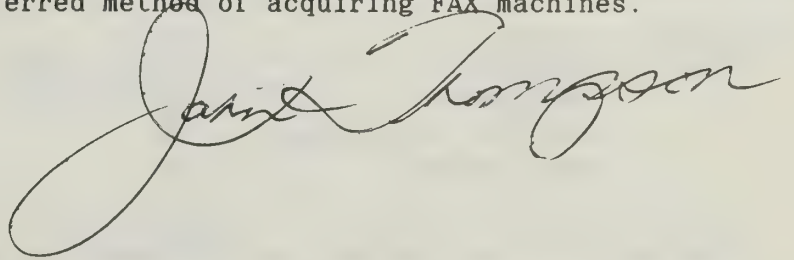
SUBJECT: Facsimile (FAX) Machines

DATE: 1989 March 17

This refers to your memorandum of 1989 March 16 requesting a report from the Manager of Purchasing on the best possible method of purchasing FAX machines for use in various civic departments.

Attached is a copy of a report of the Manager of Purchasing regarding leasing and replacement of FAX machines which was received and approved by the Finance Committee at its last regular meeting held 1989 March 7,

The Finance Committee concurs with the recommendation of the Manager of Purchasing that leasing is the preferred method of acquiring FAX machines.



JT/bc  
att.

c.c. Mr. T. Bradley, Manager of Purchasing



# FOR INFORMATION

REPORT TO: MR. JOHN THOMPSON, SECRETARY  
FINANCE COMMITTEE

FROM: MR. T. BRADLEY, MANAGER  
PURCHASING

DATE: 1989 March 1  
COMM FILE: 1-8.1  
DEPT FILE:

SUBJECT: LEASING AND PLACEMENT OF FACSIMILE (FAX) MACHINES

## BACKGROUND

### Usage Trends

Presently the City Hall has one fax machine located on the 4th Floor in the Purchasing Department. According to the machine log, this unit was transmitting/receiving (activities) an average of 43 pages daily during the first seven (7) months of operation (Fall/87 - Spring/88). Facsimile manufacturers consider heavy usage to be between 40 to 60 pages per day. The usage of this machine has increased to 146 per day based on the log reports of the last three months. It is now common to find line ups at the machine waiting to transmit correspondence. One must also keep in mind that because the fax is in essence a phone, the more time spent on transmitting the less time available to receive information.

It must be noted that this trend will continue to increase as the benefits of the fax machine become more apparent. Also, as more and more companies that deal with the City Hall install fax machines, the demand for this service will increase even further.

The usage by floors, is as follows:

<u>1st floor-</u>	Treasury	6.5%
	Systems	2.5%
	Traffic	.5%
	Community Development	3.5%
	Real Estate	<u>6.5%</u>
	Total	<u>19.5%</u>

<u>2nd floor-</u>	Clerks	14 %
	C.A.O.	8 %
	Mayor's Office	4 %
	Aldermen's Offices	<u>1.5%</u>
	Total	<u>27.5%</u>

<u>3rd floor-</u>	Building Department	
	Total	<u>8.0%</u>



SUBJECT: LEASING AND PLACEMENT OF FACSIMILE (FAX) MACHINES  
Page 2

<u>4th floor-</u> Purchasing	25 %
Culture & Recreation	8 %
Public Works	<u>5 %</u>
Total	<u>38.0%</u>
 <u>5th floor-</u> Solicitor's Dept.	
Total	<u>7.0%</u>

Strategically a fax machine should be set up on the 1st, 2nd and 4th floors to accommodate those departments with the greatest needs.

The Public Works Department has requested a facsimile network with their Work Yards and Head Office. Should the system be put in place, the demand on the machine in the Public Works 4th floor office will be such, that other departments will be unable to use it.

The facsimile machine currently on the 4th floor will be assumed by the Regional Engineering Department as they have supported this installation financially by 66%.

The Fire Department has also requested two fax machines. This will provide, among other communication benefits, a necessary network between the Central Station, Human Resources, Purchasing and the new command post in conjunction with new Workplace Hazardous Material legislation now being implemented.

Although the Solicitor's Department's usage does not indicate the need for a unit, we feel that due to the confidential and sometimes sensitive documentation that would be received, that a machine be installed in their department.

Both the Property and Solicitor's Departments have used hand delivery methods instead of fax due to the long delays experienced waiting for machine time.

#### Costs

In discussion with facsimile machine manufacturers, it is apparent that apart from new options or features, the technology of these machines has progressed as far as it can go using the present telephone system. With this in mind, we recommend that all fax machines be leased in an effort to keep initial costs to a minimum.

#### Public Works Network

8 fax machines (low end) lease yearly	\$5,760.00
1 fax machine (memory) head office yearly lease	1,560.00

<u>4th Floor</u> machine (memory) yearly lease	1,560.00
--	----------

<u>2nd Floor</u> machine (memory) yearly lease	1,560.00
--	----------

<u>1st Floor</u> machine (memory) yearly lease	1,560.00
--	----------

#### Solicitor's Department

machine (memory) yearly lease	1,560.00
-------------------------------	----------



SUBJECT: LEASING AND PLACEMENT OF FACSIMILE (FAX) MACHINES  
Page 3

---

Fire Department 2 machines (memory) yearly lease    3,120.00

Total Costs    \$16,680.00

Other costs that should be considered would be paper costs and telephone installation costs as well as long distance charges.

Total paper costs (approx.)

Paper costs based on current usage

- \$300.00 per memory unit per year

- \$100.00 on the smaller units

\$ 2,900.00

Telephone installation Costs:

Installation costs                      \$85.00 per unit            \$    595.00

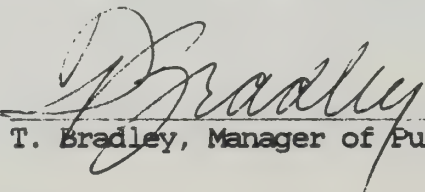
Monthly rate - dedicated line        41.00 per unit            3,444.00

Total Telephone Costs \$ 4,039.00

(The smaller units being recommended for the Public Works network do not require a dedicated line and will use the existing phone facilities).

Conclusion

Although it appears that the new found facsimile technology is costly, savings may be seen in reduction of mail and courier costs, and reduction of hand delivered correspondence by City staff. More important though is the fact that the level of service now provided will be greatly enhanced with these new channels of communication.

  
\_\_\_\_\_  
T. Bradley, Manager of Purchasing

c.c. Aldermen Kiss, Agro, Hinkley,  
Christopherson, Agostino,  
Jackson, Merling, Ross



FOR ACTION

REPORT TO: Mr. J. Thompson, Secretary  
Finance Committee

FROM: Susan K. Reeder, Secretary  
Personnel Committee

DATE: 1989 March 16

COMM FILE:

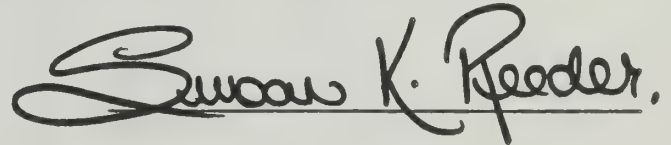
DEPT FILE:

SUBJECT:

Purchase of Fax machines for Civic Departments.

RECOMMENDATION:

That the Manager of Purchasing be requested to review all requests for Fax machines by Civic Departments and report back to the Finance Committee on the best possible method of purchase.



FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

The Personnel Committee at its recent Budget deliberations agreed that individual requests for Fax machines should be amalgamated and considered in one effort for implementation of their use in Civic Departments.

Accordingly the above-noted recommendation is referred to the Finance Committee for consideration.

SKR:dbm

c.c. - Alderman B. Hinkley, Chairman  
Personnel Committee

- Mr. L. Sage, Chief Administrative Officer
- Mr. T. Bradley, Manager of Purchasing







13.



CLV has been researching and reporting on employee relations nationally since 1956.



## CONFERENCE

Tuesday, April 25, 1989

Holiday Inn  
Toronto Downtown — City Hall  
89 Chestnut Street

Registration: 8:30 a.m.

Conference: 9:00 a.m. - 4:30 p.m.

Cancellations must be made by  
April 19, 1989.  
Substitution is acceptable.

Conference Fee:  
\$292 (including luncheon and  
refreshments.)

To reserve a room, contact  
the Holiday Inn, (416) 967-0707  
mentioning the CLV Conference.

Canada Labour Views Co. Limited  
85 Bloor Street East, Suite 301  
Toronto, Ontario M4W 1A9  
Telephone: (416) 967-1144



## CLV CONFERENCE

### THE CHANGING STYLE OF ARBITRATION and PAY EQUITY — BARGAINING IMPLICATIONS

Prominent Members  
of the  
Industrial Relations Community  
— Arbitrators, Management,  
Trade Union Leaders and  
Legal Counsel —  
will discuss  
The Changing Style of Arbitration  
and Pay Equity

Tuesday, April 25, 1989  
Holiday Inn — Downtown  
Toronto

Canada Labour Views Co. Limited  
85 Bloor Street East, Suite 301  
Toronto, Ontario  
M4W 1A9



8:30 a.m.

**Registration**

**THE CHANGING STYLE OF ARBITRATION  
and  
PAY EQUITY — BARGAINING IMPLICATIONS**

**CONFERENCE  
CHAIR:**

J.F.W. Weatherill,  
Arbitrator

9:00 a.m.

**Morning Session**

**Where Do We Go Wrong?**

**CHAIR:**

J.F.W. Weatherill,  
Arbitrator

**PANELISTS:**

H.A. Beresford,  
Hicks Morley Hamilton  
Stewart Storie, Toronto

John Brunner,  
Arbitrator, Toronto

Roy Heenan,  
Heenan, Blaikie, John, Potvin,  
Trepawier, Cobbett, Montreal

A.M. Minsky,  
Koskie & Minsky, Toronto

**Can the presentation**

**of arbitrations**

**be improved?**

**The Bounds of the Employment Relationship**

**CHAIR:**

Maureen K. Saltman,  
Arbitrator

**PANELISTS:**

D.R. Byers,  
President, Central Ontario  
Industrial Relations Institute,  
Toronto

J.K.A. Hayes,  
Cavalluzzo, Hayes &  
Lennon, Toronto

T.A. McDougall, Q.C.,  
Perley-Robertson, Panet,  
Hill & McDougall, Ottawa

W.K. Winkler, Q.C.,  
Winkler, Filion & Wakely,  
Toronto

**Privacy Rights,**

**Off-duty Conduct,**

**and other areas where**

**the limits of proper**

**employer concern with**

**employee conduct**

**are tested.**

12:15 p.m.

**Luncheon and Bar**

**SPEAKER:**

Arnold M. Zack,  
Arbitrator, Boston, Mass.

1:45 p.m.

**Afternoon Session**

**Collective Bargaining Implications  
of Pay Equity**

**CHAIR:**

Arthur Potts,  
Pay Equity Consultant

**PANELISTS:**

Leslie Macleod,  
Legal Counsel, Pay Equity  
Commission

Isla Peters,  
Pay Equity Adviser,  
O.P.S.E.U.

Carol Phillips,  
Assistant to the President,  
C.A.W.

Stewart Saxe,  
Stitt, Baker & McKenzie,  
Toronto

**Access to Information  
Timing and Strategy of  
Negotiations**

**Substance of Negotiations  
Selection of Job  
Evaluation Plan**

**The Role of the  
Commission in Collective  
Bargaining**

**Union Participation on  
Evaluation Committee**

**To:** Canada Labour Views Co. Limited  
85 Bloor Street East, Suite 301  
Toronto, Ontario M4W 1A9  
Telephone: (416) 967-1144.

**Place:** Holiday Inn  
Downtown — City Hall  
Toronto

**Date:** Tuesday, April 25, 1989

**Time:** Registration: 8:30 a.m.

Conference: 9:00 a.m. - 4:30 p.m.

Please list the names of the persons who will be attending from your organization.

**Names:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

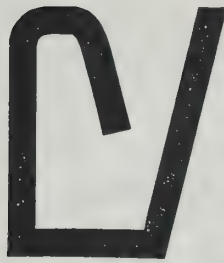
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# REPORTS

## FACTS AND TRENDS

CANADA LABOUR VIEWS CO. LIMITED, 301-85 BLOOR STREET EAST, TORONTO, ONTARIO M4W 1A9 (416) 967-1144

January 9, 1989

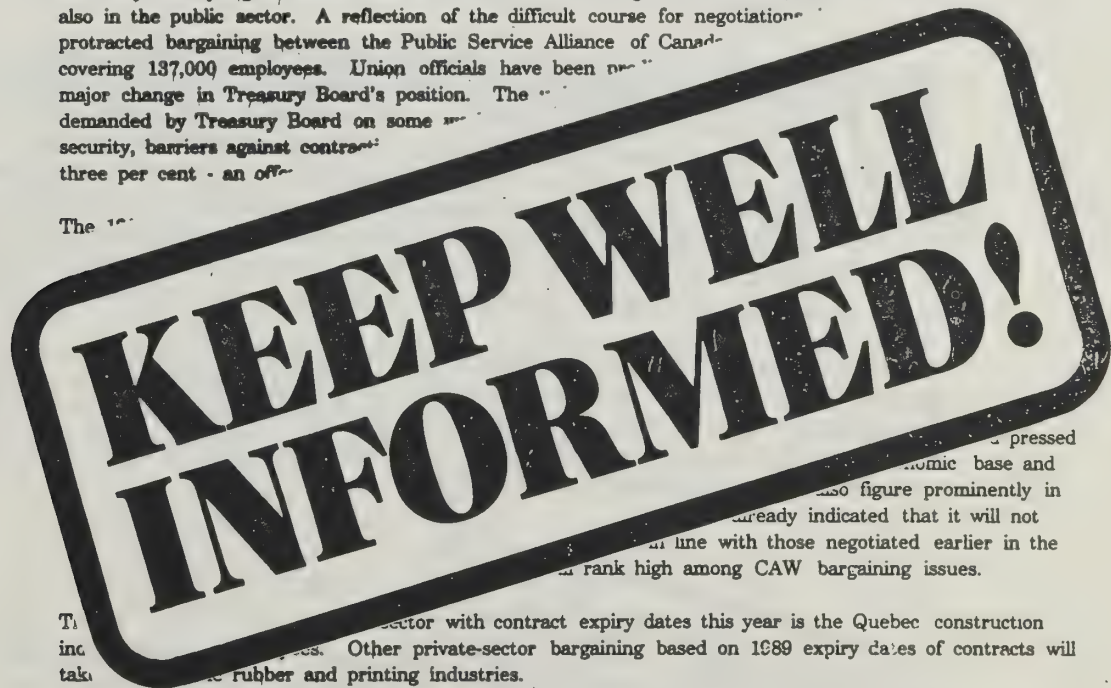
LVI 2086

### COLLECTIVE BARGAINING OUTLOOK FOR 1989

The free-trade pact between Canada and the United States is casting a long shadow over private-sector bargaining this year. But the bargaining itself will be dominated by public- and parapublic-sector negotiations. In a year when governments are attempting to rein in expenditures, the public-sector bargaining will be tough with a greater-than-normal potential for strikes.

The new bargaining agenda for 1989 is relatively light, with only 254 major agreements covering 498,000 employees scheduled to be renegotiated. But the carryover from 1988 will keep negotiators busy attempting to resolve contract differences affecting another 1,200,000 employees also in the public sector. A reflection of the difficult course for negotiation is the protracted bargaining between the Public Service Alliance of Canada covering 137,000 employees. Union officials have been pressing for a major change in Treasury Board's position. The government has demanded by Treasury Board on some issues, security, barriers against contractors, and a three per cent - an off-

The 1989



The private-sector with contract expiry dates this year is the Quebec construction industry. Other private-sector bargaining based on 1989 expiry dates of contracts will take place in the rubber and printing industries.

Canada Post and its 46,000 inside and outside workers will be bargaining this year in a different context than previous years. The current agreements expire in July. But well before then, the employees will have made their choice as to whether they want to be represented by the Canadian Union of Postal Workers or the Letter Carriers Union of Canada. A mail ballot ordered by Canada Labour Relations Board, which decided the employees should be represented by one union, will be completed this month.

This is a big bargaining year for teachers in Ontario, Nova Scotia and Saskatchewan. Major bargaining lies ahead in British Columbia, where nurses and non-medical employees of hospitals, hydro and telephone employees and fish-processing workers will be negotiating renewal agreements.

Because wage gains in recent years have slipped behind the rise in consumer prices, unions will be on the offensive this year to win increases to match inflation. Labour Canada analysts see wage issues as one of the major concerns this year. But other issues will contribute to the volatility of 1989 bargaining. Job security, pension indexing and early retirement arrangements aimed at preserving jobs, will rank high on union bargaining lists. At the same time the analysts forecast many employers will be pressing unions for work-rule changes and broader job classifications to permit greater operating flexibility.



**N**ever before has there been such an urgent need for industrial relations practitioners to keep themselves fully informed of fast-changing developments. Well-informed organizations, like well-informed individuals, can better adapt to changing conditions.

Since its inception in 1956, Canada Labour Views Company has become, and remains, Canada's foremost source of weekly industrial relations information.

**CLV REPORTS** is a comprehensive package providing all pertinent information to those engaged in the field of industrial relations. Facts and trends are speedily identified, analysed and conveyed to subscribers. The original CLV REPORTS included the weekly newsletter *"Facts and Trends"* which still continues to report events taking place at collective bargaining tables across Canada.

**CLV REPORTS** now includes as monthly features the *"Arbitration Review"* and *"Health and Safety Forum"*, and periodic specialized features such as the *"Clerical and Technical"*, *"Economic Review"*, *"Labour Board Review"* and *"Public Service Review"*. All these features come to you with *"Facts and Trends"* at no extra cost. No other service in Canada covers the entire spectrum of industrial relations concerns in such a readable, economical package. With assistance from CLV's knowledgeable research and editorial staff, you will be well prepared to help your organization in such changing times.

Surveys by industry sector and by geographical region provide concise and detailed information about YOUR industry and YOUR location. CLV publishes a summary of wage adjustments for each preceding quarter. A year-end summary is also published. A survey of subscribers' salary adjustment plans for the upcoming year is published before year end.

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#### **FACTS AND TRENDS IN LABOUR RELATIONS**

*Facts and Trends*, our basic publication, includes industrial relations news and summaries of recent labour contract settlements across Canada. Details include wage adjustments, paid holidays, vacations with pay, shift premiums, medical benefits, dental plans, weekly indemnity, life insurance, pension plans, cost-of-living allowances and rates of pay. Mid-year and end-of-year indexes help you find information in a hurry.

#### **ARBITRATION REVIEW**

The *Arbitration Review* is a monthly summary of arbitration cases reflecting current arbitral views of discharge, discipline and procedures.

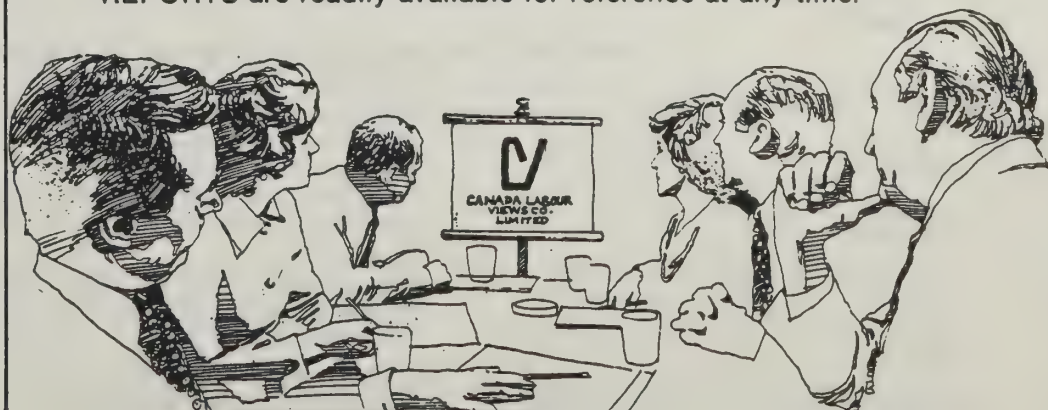
#### **HEALTH AND SAFETY FORUM**

The *Health and Safety Forum* reviews current legislation and issues relating to health and safety experiences in the workplace.

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CLV REPORTS is a complete, comprehensive package which keeps subscribers aware of all current events. It is brief and to the point, with weekly information from coast to coast in both the private and public sectors. Subscribers to CLV REPORTS include up-and-coming businesses, giant corporations, financial institutions, arbitrators, labour unions, law firms, and government departments. Non-union companies profit from settlement details providing information on current wages and benefits. Labour board decisions are also valuable to these organizations.

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“

We have 22 contracts and I continuously use CLV REPORTS for research in preparation for our negotiations. The information plus the surveys are invaluable to me. The reports not applicable to me are enthusiastically received by the proper personnel, although I make it a point to read those reports as well.

**Pierre Decarie**

*Corporate Human Resources & Industrial Relations Director*  
Humpty Dumpty Foods, Lachine, Quebec

My former employer subscribed to CLV REPORTS and I found them extremely useful. I made it a priority to subscribe here at F & P Manufacturing.

**Paul Gill, Senior Manager, Human Resources**  
F & P Manufacturing Inc. (Major Honda supplier)  
Tottenham, Ontario

We felt data-starved until we discovered CLV REPORTS in 1981. I have been very very satisfied with your service. It keeps me on top of changes in provincial and federal labour laws and I can also watch ever-changing labour relations trends. It is important for me to have updated information and CLV REPORTS is sensitive to my needs.

**Doug Peterson, Senior Industrial Relations Representative**  
General Mills Inc., Minneapolis, Minnesota

If a unique situation arises regarding an employee, one of the first things I do is look at the CLV REPORTS index to see what former decisions have been rendered. Overall, the service gives me a very broad and informed view of Canadian labour relations. It is helpful in decision making and is also an excellent reference guide.

**Anne Robichaud, Personnel Manager**  
Hub Meat Packers Ltd., Moncton, New Brunswick

CLV REPORTS are very helpful and timely. I keep aware of any changes and events simply by going through the material received weekly. With a rather small staff and minimal input, CLV REPORTS are a must.

**Ardel Dubber, Director of Personnel**  
Grace Hospital, Calgary, Alberta

”

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THE CORPORATION OF THE CITY OF  
City Hall, 71 Main Street West, Hamilton, Ontario L8N 1K1

14.

1989 March 29

MAR 30 1989

Mr. G. W. Lawson  
Department of Finance  
The Regional Municipality  
of Hamilton-Wentworth  
P.O. Box 910  
Hamilton, Ontario  
L8N 3V9

Dear Mr. Lawson

Re: Report - Account No. 0341-0113 -  
Water Rates and Sewer Surcharges

I have been asked by the Personnel Committee (copy attached) to provide details on the amount paid to the Region for "Water Services" related to hydrants in the City of Hamilton, and the Beach Boulevard watermain project.

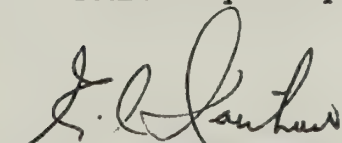
Our 1989 estimates include:

- Hydrant charges -- 6,993 hydrants @ \$147	= \$1,027,980
- Surcharge -- 6,993 hydrants @ \$20 (for Beach Boulevard watermain debentures)	= \$ <u>139,860</u>
	<u>\$1,167,840</u>

Would you please provide me with sufficient detail to answer the Committee, including:

- the basis of the hydrant charge (on maintenance costs and does the charge cover the cost?)
- do all area municipalities pay the same?
- the watermain cost and debenture term details.

Yours very truly

  
E. C. Matthews  
Treasurer

IRH: jc  
Att'd







LIST OF OUTSTANDING COMMITTEE ITEMS

PERSONNEL COMMITTEE

15.

<u>ITEM</u>	<u>ORIGINAL DATE</u>	<u>ACTION</u>	<u>STATUS</u>
Establishing Procedure for Exit Interviews	1988 June 22	Commissioner of Human Resources	Pending Report
Child Care for Regional and City Employees	1989 January 26	Alderman Christopherson	Pending Report
Firefighters Report	1988 November 23	Fire Chief and Commissioner of Human Resources	Pending Report
Review and presentation to Committee of Department Policies and Procedures	1988 December 20 (Chairman)	Commissioner of Human Resources  Fire Chief  City Solicitor	Pending Report  Pending Report  Pending Report
Tour of Fire Stations	1989 January 25	Chief Saltmarsh Committee Secretary	Tour to be arranged for Spring 1989
Presentation on Employment Equity	1989 February 22	Speaker - To be determined	For a future meeting
Details on cost charged for water rates for fire hydrants	1989 February 22	City Treasurer	Pending Report
Report on visible minority status within the Corporation	1989 March 22	Commissioner of Human Resources	Pending Report









E. A. SIMPSON  
CITY CLERK

K. E. AVERY  
DEPUTY CITY CLERK

CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

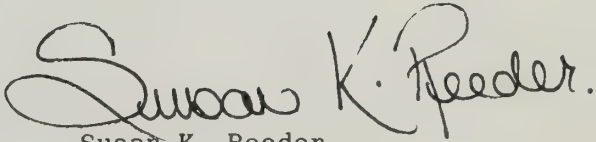
## THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 May 12th

### NOTICE OF SPECIAL MEETING

Joint Meeting - City and Regional  
Personnel Committees,  
Tuesday, 1989 May 16th  
6:45 o'clock p.m.  
Room 233, City Hall

  
Susan K. Reeder  
Secretary

SKR:dbm

ALL MEMBERS OF CITY COUNCIL ARE INVITED TO ATTEND  
THIS SPECIAL MEETING.

### A G E N D A

1. Update on Collective Bargaining. (no copy)







1989

E. A. SIMPSON  
CITY CLERK

K. E. AVERY  
DEPUTY CITY CLERK



CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

## THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 May 19th

### NOTICE OF MEETING

Personnel Committee  
Wednesday, 1989 May 24th  
9:30 o'clock a.m.  
Room 233, City Hall

HAMILTON PUBLIC LIBRARY

MAY 31 1989

GOVERNMENT DOCUMENTS

A handwritten signature in cursive script that reads "Susan K. Reeder".

Susan K. Reeder  
Secretary

SKR:dbm

### A G E N D A

1. Chairman's Remarks.
2. Minutes of the meetings held Tuesday, 1989 April 18th; Wednesday, 1989 April 19th; Thursday, 1989 May 4th; and Tuesday, 1989 May 16th.

### CHIEF ADMINISTRATIVE OFFICER

3. Firefighter Bunkers Suits (Information Report).
  - (a) Report - Manager of Purchasing - Purchase of Firefighter Bunker Suits.

### FIRE CHIEF

4. Fire Station Construction - Upper Wellington Street near Stone Church Road.

### CITY SOLICITOR

5. Payment to Ross & McBride - City Litigation Files, for professional services for the month of 1989 March in the amount of \$33,505.93.







COMMISSIONER OF HUMAN RESOURCES

6. Pay grade assignments for non-union positions in the Treasury Department.
7. Senior Project Manager - Architect's Division, Property Department.
8. Appointments to and Terminations from Permanent positions with the City of Hamilton to 1989 May 10.

ALDERMAN CHRISTOPHERSON

9. Inclusion of Regional Staff in a Workplace Daycare Needs Survey.

INFORMATION ITEMS

10. Commissioner of Human Resources - Memorandum of Agreement - C.U.P.E. Local 167.
11. City Solicitor - Payment to Ross & McBride for professional services.
12. City Solicitor - Reclassification - Legal Department.
13. Chairman and Vice-Chairman, Personnel Committee - Different Salary Scales for City Solicitor's Secretaries Vis-a-Vis Regional Solicitor's Secretaries.
14. List of Outstanding Committee Items.

IN-CAMERA AGENDA

- A. Minutes of the In-Camera Meeting held Wednesday, 1989 April 19th.

IN-CAMERA INFORMATION ITEMS

- B. Commissioner of Human resources - Status Report - Joint Job Evaluation.
- C. Buy Back of Eligible Government Services.
- D. List of Outstanding In-Camera Committee Items.
15. Other Business.
16. Adjournment.







2.

Tuesday, 1989 April 18  
6:00 o'clock p.m.  
Room 233, City Hall

A Special Joint Meeting of the Regional and City Personnel Committee was held.

There were present: Alderman B. Hinkley, Chairman  
Alderman T. Jackson, Vice-Chairman  
Alderman D. Agostino  
Alderman J. Gallagher  
Alderman T. Murray  
Alderman D. Christopherson  
Alderman T. Cooke

Regrets: Mayor Robert M. Morrow - Civic Business  
Alderman V. Agro - Civic Business

Also present: Alderman F. Lombardo  
Alderman D. Drury  
Alderman M. Kiss  
Alderman W. McCulloch  
Alderman G. Copps  
Mr. L. Sage, Chief Administrative Officer  
Mrs. C. Lowe, Commissioner of Human Resources  
Mrs. A. Homes, Human Resources  
Mrs. D. Jones, Human Resources  
Mrs. R. Cowell, Human Resources  
Mr. E. Matthews, City Treasurer  
Mr. K. F. Avery, Deputy City Clerk  
Mr. J. Schatz, Manager of Legislative Services  
Mr. J. Johnson, Human Resources  
Mrs. Susan K. Reeder, Secretary

The Committee moved to go IN-CAMERA to discuss Collective Bargaining.

IN-CAMERA.

The Committee then moved into regular session and APPROVED the following:

That the Memorandum of Agreement between the Corporation of the City of Hamilton and C.U.P.E. Local 167 dated 1989 March 23, BE APPROVED in accordance with the terms therein.

Note: A Memorandum of Agreement has been negotiated with C.U.P.E. Local 167.

The Agreement is for a term of two years and the monetary terms of settlement are for a general increase of 5.5% effective 1989 February 1, 0.5% effective 1989 July 1, 4.5% effective 1990 February 1 and 1% effective 1990 July 1. In addition, there are benefit changes in the dental, vision care, chiropractor, mileage and vacation areas. A number of significant concerns regarding non-monetary issues have also been addressed.

- (a) That the Salary Schedule for all Non-Union Personnel, BE ADJUSTED by 5.5% effective 1989 January 1, 0.5% effective 1989 July 1, 4.5% effective 1990 January 1 and 1% effective 1990 July 1 and that individual salaries be adjusted accordingly.
- (b) That the following benefit adjustments be effective 1989 January 1:
  - (i) Mileage: .34 cents on the first five thousand kilometers per annum and .20 cents for all kilometers in excess of five thousand.



(c) That the following benefit adjustment be effective 1989 May 1.

(i) Dental Care: Orthodontic from \$1000 to \$1500

(d) That the following benefit adjustments be effective 1990 January 1:

(i) Chiropractor: Maximum \$200 (abide by O.H.I.P. regulations)

(ii) Vision Care: From \$100 to \$200.

Note: A Memorandum of Agreement has been negotiated with C.U.P.E. Local 167 (City)

The Agreement is for a term of two years. The proposed non-union changes are consistent with that Agreement.

Adjournment.

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN  
PERSONNEL COMMITTEE

Susan K. Reeder  
Secretary  
1989 April 18



Wednesday, 1989 April 19  
9:30 o'clock a.m.  
Room 233, City Hall

The Personnel Committee met.

There were present: Alderman B. Hinkley, Chairman  
Alderman T. Jackson, Vice-Chairman  
Alderman T. Murray  
Alderman J. Gallagher  
Alderman D. Christopherson  
Alderman D. Agostino  
Alderman T. Cooke

Regrets: Mayor Robert M. Morrow - Civic Business  
Alderman V. Agro - Civic Business

Also present: Alderman M. Kiss  
Mr. L. Sage, Chief Administrative Officer  
Acting Fire Chief Fitzpatrick  
Ms. C. Lowe, Commissioner of Human Resources  
Mrs. D. Jones, Human Resources  
Mr. J. Johnson, Human Resources  
Mr. K. Rouff, City Solicitor  
Mr. R. Roszell, City Solicitor's Office  
Mr. L. Staples, Fire Fighters Association  
Mr. E. Matthews, City Treasurer  
Mr. R. Hammel, Treasury Department  
Mrs. Susan K. Reeder, Secretary

The Committee was in receipt of the minutes of their meeting held  
Wednesday, 1989 March 22 and APPROVED these minutes.

The Committee was in receipt of a report from the Commissioner of Human  
Resources dated 1989 April 6 respecting Pay Grade Assignment for Non-  
union Position in the Public Works Department.

The Committee APPROVED the following:

That the pay grade of the position of General Foreman/Woman (Turf) in  
the Public Works Department BE APPROVED at Salary Grade "L" with a  
salary range of \$34,886.28 - \$41,081.04.

NOTE: Pay grade assignment accommodated within the existing budget.  
This position is now graded in the same salary grade as the position  
of General Foreman/Woman (Beautification), (Cemeteries), (Parks),  
(Sanitation), and (Trees).

The Committee was in receipt of a report from the Commissioner of Human  
Resources dated 1989 April 6 respecting Extension of Employment - Mr. E.  
Faris, Supervisor of Central Microfilming.

The Committee APPROVED the following:

That Mr. Faris's services as Supervisor of Central Microfilming, be  
retained for a further six-month period commencing 1989 April 1 and  
ending 1989 September 30.

NOTE: Mr. Faris will be retiring effective 1989 March 31. Both Mr.  
Faris and the Information Systems Department are in agreement to have  
Mr. Faris continue on a temporary six-month basis. Mr. Faris's  
experience and expertise in Records Management and microfilming  
development activities are of significant benefit to the City.

Minutes - 1989  
March 22.

Pay Grade  
Assignment for  
Non-Union Position  
in the Public Works  
Dept.

Extension of  
Employment -  
Mr. E. Faris,  
Supervisor of  
Central Microfilming.



Advertising for  
vacant positions.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 April 13 respecting Advertising.

Some discussion ensued on this matter and the Committee APPROVED the following:

- (a) That the cost of advertising for vacant positions, beyond the amount approved in the 1989 budget be by Offset Funding in the individual departments; and
- (b) That all advertising for vacant positions be funded in this manner in future years.

NOTE: Gapping which occurs when filling a position will allow for this method of financing.

Appointments to and  
Terminations from  
Permanent Positions  
with the City.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 April 6 respecting Appointments to and terminations from Permanent Positions with the Corporation of the City of Hamilton to 1989 April 5.

The Committee APPROVED the following:

That the Appointments to and terminations from Permanent Positions with the Corporation of the City of Hamilton to 1989 April 5th, as attached hereto and marked APPENDIX "A", BE APPROVED.

New Firefighter  
Uniforms (Bunker  
Suits)

Acting Fire Chief Fitzpatrick was in attendance at the meeting and the Committee questioned the recent explosion fire and discussion ensued on the new Firefighter Uniforms (Bunker Suits).

Discussion ensued on when the entire Department would be outfitted with these outfits and it was agreed by the Acting Fire Chief that the fact that the platoon that dealt with the recent explosion fire had these new outfits resulted in no injuries to the Firefighters whereas injuries may have occurred otherwise.

The Committee then APPROVED the following:

That the Chief Administrative Officer report back to the Personnel Committee on the method of financing to be used within the approved budget of the Fire Department for the purchase of the bunker outfits to completely outfit the entire Fire Department platoons.

Information Items

- Solicitor's  
Department.

The Committee was in receipt of the following Information Items:

7. City Solicitor - correspondence dated 1989 March 15th to Ross & McBride re: City Litigation files.
8. City Solicitor - report dated 1989 March 20th re: City Litigation files - payment to Mackesy, Smye, Turnbull, Grilli & Jones for professional services - Interim Account - Amount \$6,031.82.
9. Ross & McBride - correspondence dated 1989 March 23rd to City Solicitor re: City Litigation files.

Hiring of Junior  
Litigation Lawyer  
and Secretary.

Discussion ensued on these items and the hiring of the Junior Litigation Lawyer and Secretary approved by the Committee during budget deliberations. Mr. Rouff, the City Solicitor, indicated that he would not be able to hire the additional staff until July.



The Committee expressed some concern that half of the budget allocated for outside legal work has been spent up to the end of March in the amount of \$100,000. and the Committee expressed concern that outside legal work was costing the City that much money whereas monies have already been approved in the budget for the hiring of staff to handle this work.

The City Treasurer and the Manager of Budgets came into the meeting and answered the Committee questions with respect to the allocation of funds for these new positions.

The minutes of the Personnel meeting held 1989 February 24 respecting the return of litigation files were read.

Considerable discussion ensued on this matter, and the Committee APPROVED the following:

That the City Solicitor be empowered to hire a Junior Litigation Lawyer and Secretary immediately and that any overdraft incurred be found from within the approved budget of the City Solicitor's Office.

The Committee then agreed to RECEIVE the above-noted Information Items.

The Committee was in receipt of a Letter of Termination of Employment from the City Solicitor dated 1989 April 7, advising the Committee that he would be retiring from the City effective Monday, 1989 July 31.

Several members of the Committee spoke in praise of Mr. Rouff's contribution to the City over the years.

The Committee was in receipt of the following Information Items and RECEIVED this information:

11. Director of Public Works and Commissioner of Human Resources - report dated 1989 April 12th to the Transport and Environment Committee re: New Position, Foreman III, Horticulture Section, Parks Division.
12. Secretary, Finance Committee - correspondence dated 1989 March 17th to Secretary of the Personnel Committee re: Facsimile (FAX) machines.
13. Canada Labour Views Co. Ltd. Conference - "The Changing Style of Arbitration and Pay Equity - Bargaining Implications" - Tuesday, 1989 April 25th, Toronto.
14. City Treasurer - correspondence dated 1989 March 29th to the Department of Regional Finance re: Account No. 0341-0113 - Water Rates and Sewer Surcharges.
15. List of Outstanding Committee Items.

The Committee then moved IN-CAMERA to discuss matters of a Private and Confidential nature.

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN  
PERSONNEL COMMITTEE

Susan K. Reeder  
Secretary  
1989 April 19

Retirement of  
City Solicitor.

Information Items.

In-Camera.

Adjournment.







Thursday, 1989 May 4  
10:00 o'clock a.m.  
Regional Committee Room, 15th Floor  
119 King Street West

A Joint Meeting of the City and Regional Personnel Committees was held.

There were present: Alderman B. Hinkley, Chairman  
Mayor Robert M. Morrow  
Alderman D. Christopherson  
Alderman D. Agostino  
Alderman J. Gallagher  
Alderman T. Murray  
Alderman T. Cooke

Regrets: Alderman T. Jackson, Vice-Chairman  
Alderman V. Ago

Also present: Alderman W. McCulloch  
Alderman F. Lombardo  
Mr. L. Sage, Chief Administrative Officer  
Mrs. C. Lowe, Commissioner of Human Resources  
Mrs. A. Homes, Human Resources  
Mr. J. Johnson, Human Resources  
Mr. E. Matthews, City Treasurer  
Mr. J. Pavelka, Director of Public Works  
Mrs. Susan K. Reeder, Secretary

The Chairman of the City Personnel Committee spoke to the Committees on the purpose of the meeting respecting update on Collective Bargaining.

The Commissioner of Human Resources provided an overview on the status of the Units that have ratified contracts and those who have not.

The Committees then RECEIVED representatives of all Unit Negotiating Committees who spoke to the Personnel Committees on the contract issues.

Representatives of Local 5, both City and Regional, who have not yet settled contracts spoke to the Committees on their concerns.

The Committees then thanked them and they left the meeting.

The Committees then discussed the comments of the Union representatives at great length.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 May 4 respecting Memorandum of Agreement - Local 167 Historic Sites Unit.

The Committee APPROVED the following:

That the Memorandum of Agreement between the Corporation of the City of Hamilton and C.U.P.E. Local 167 Historic Sites Unit dated 1989 March 23, BE APPROVED AND IMPLEMENTED in accordance with the terms therein.

NOTE: A Memorandum of Agreement has been negotiated with C.U.P.E. Local 167 Historic Sites Unit.

The Agreement is for a term of two years and the monetary terms of settlement are for a general increase of 5.5% effective 1989 February 1, 0.5% effective 1989 July 1, 4.5% effective 1990 February 1, and 1% effective 1990 July 1.

In addition, there are benefit changes in the mileage and vacation areas. A number of significant concerns regarding non-monetary issues have also been addressed including the amalgamation of this unit with the Local 167 City Administration Unit.

Update on Collective Bargaining.

Memorandum of Agreement - Local 167 Historic Sites Unit.



Adjournment.

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN  
PERSONNEL COMMITTEE

Susan K. Reeder  
Secretary  
1989 May 4



Tuesday, 1989 May 16  
6:45 o'clock p.m.  
Room 233, City Hall

A Joint Meeting of the City and Regional Personnel Committees was held.

There were present: Alderman B. Hinkley, Chairman  
Alderman T. Jackson, Vice-Chairman  
Alderman T. Cooke  
Alderman D. Agostino  
Alderman J. Gallagher  
Alderman T. Murray  
Alderman D. Christopherson  
Alderman V. Agro

Regrets: Mayor Robert M. Morrow - Vacation

Also present: Alderman D. Ross  
Alderman M. Kiss  
Alderman T. Murray  
Alderman W. McCulloch  
Alderman G. Copps  
Alderman F. Lombardo  
Mr. L. Sage, Chief Administrative Officer  
Mrs. C. Lowe, Commissioner of Human Resources  
Mr. J. Johnson, Human Resources  
Mrs. A. Holmes, Human Resources  
Mrs. D. Jones, Human Resources  
Mr. B. Sugden, Director of Culture and Recreation  
Mrs. Susan K. Reeder, Secretary

The Committee agreed to move IN-CAMERA to discuss an Update on the Collective Bargaining of a Private and Confidential nature.

Following considerable discussion the meeting then moved into open session. A Letter of Resignation was received from the Commissioner of Human Resources effective 1989 June 9.

The Committees agreed to ACCEPT this resignation with regret.

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN  
PERSONNEL COMMITTEE

Susan K. Reeder  
Secretary  
1989 May 16

IN-CAMERA -  
Update on  
Collective  
Bargaining.

Resignation -  
Commissioner of  
Human Resources.

Adjournment.







FOR INFORMATION

3.

REPORT TO: Mrs. S.K. Reeder, Secretary  
Personnel Committee

FROM: Mr. Lou Sage  
Chief Administrative Officer

DATE: 1989 May 10  
COMM FILE:  
DEPT FILE:

SUBJECT: Firefighter Bunker Suits

BACKGROUND:

Origin:

At the April 19, 1989 meeting of your Committee, I was requested to report back on the method of funding the purchase of bunker suits for the remaining 325 firefighters who still have to be equipped.

Method of Funding:

The Fire Department had budgeted \$100,000.00 in 1988 for the outfitting of approximately 100 firefighters and had included another \$100,000.00 in 1989 to continue this programme. A separate report by the Manager of Purchasing indicates a tender price of almost \$315,000.00, including tax, for the suits alone, not including gloves and boots. It would appear, then, that the outfitting of all of the remaining firefighters this year may cost up to \$250,000.00 more than the amount contained in the estimates.

Discussions have been held with the Fire Chief and the Treasurer, and it has been agreed that a report by the Treasurer will be forwarded to the Finance Committee recommending that the required funds be financed by means of an approved overdraft in the Fire Department accounts at this time, and that he will report back near the year-end with a specific financing recommendation.

*[Handwritten signature]*

cc: L.G. Saltmarsh, Fire Chief  
E.C. Matthews, City Treasurer







FOR ACTION

3a.

REPORT TO: MRS. S. K. REEDER, SECRETARY  
PERSONNEL COMMITTEE

FROM: MR. T. BRADLEY, MANAGER  
PURCHASING

DATE: 1989 May 2  
COMM FILE:  
DEPT FILE:

MAY 4 1989

SUBJECT: PURCHASE OF FIRE FIGHTER BUNKER SUITS

RECOMMENDATION

That a purchase order be issued to Starfield Safety Wear Manufacturing Co., Toronto in the amount of \$291,200, Provincial sales tax extra at 8%, for the supply and delivery of 325 Fire Fighter Bunker Suits in accordance with specifications issued by the Manager of Purchasing and Vendor's proposal.

NOTE: Lowest acceptable of four (4) proposals received. Funds provided in Protective Clothing Account #56116 48001. Additional funding to be provided by City Treasurer.

T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

See above RECOMMENDATION

BACKGROUND - Tender Analysis

	<u>Unit Price</u>	<u>Total Price</u>
Securitex Inc., Montreal, Quebec	\$ 884.80	\$287,560.00 *
Starfield Safety Wear, Toronto	896.00	291,200.00
Safety Supply Canada Ltd., Richmond Hill	965.07	313,647.75
Pyrotex, Lasalle, Quebec	1,058.76	344,097.00

Provincial sales tax extra at 8%

\* The suit submitted and manufactured by this supplier did not meet specifications or requirements as determined by the Fire Department Occupational Health and Safety Committee.

Fourteen suppliers were requested to bid. Four declined and six did not respond.







FOR ACTION

4.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Chief L. G. Saltmarsh

DATE: 1989 May 3


COMM FILE:

DEPT FILE: 7.1.2

SUBJECT: Fire Station Construction -  
Upper Wellington St. near Stone Church Road

RECOMMENDATION:

- 1) That the Personnel Committee recommend to the Coordinating Committee that the construction of the Fire Station on Upper Wellington St. near Stone Church Road included in the 1989 - 1993 Capital Budget, be proceeded with at an estimated cost of \$1,400,000.
- 2) That the Coordinating Committee be requested to recommend the method of financing for this project.
- 3) That the Director of Property be authorized and directed to engage the services of a consultant architect to proceed with the design of this Fire Station.

  
\_\_\_\_\_

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Twenty additional firefighting positions will be created by this project. The additional annual operating cost is estimated at \$1,050,000 which includes the cost of salaries, benefits, utilities and operating supplies.

BACKGROUND:

This project is included in the 1989 - 1993 Capital Budget, approved by City Council on April 11, 1989. Land was purchased for this station in 1987.

c.c. Mr. J. Schatz, Secretary, Coordinating Committee  
Mr. D. W. Vyce, Director of Property  
Mr. B. Hotrum, Treasury Department







FOR ACTION

5.

REPORT TO: Chairman & Members, Personnel Committee  
Attention: Mrs. S. K. Reeder, Secretary

FROM: K.A. Rouff  
City Solicitor

DATE: 1989 April 21  
COMM FILE:  
DEPT FILE: 400-2/89.1  
100-12.1

SUBJECT: City Litigation Files - Payment to Ross & McBride  
for professional services for the Month of March 1989  
Amount: \$33,505.93

APR 25 1989

RECOMMENDATION:

That the Account of Ross & McBride, Barristers & Solicitors, dated March 31, 1989, in the amount of \$33,505.93 BE APPROVED. This Account covers their litigation services for the City for the month of March 1989.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)  
(see below)

BACKGROUND:

This Invoice results from the law firm of Ross & McBride acting on City Litigation files. The Invoice represents legal fees (of \$29,239.50) and disbursements (of \$4,266.43) for City Litigation files worked on during the month of March 1989.

At its meeting on August 24, 1988, the Committee requested that it be kept informed of all amounts paid to Ross & McBride (and Mackesy, Smye, Turnbull, Grilli and Jones). In this regard, we would advise as follows:

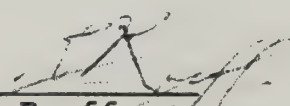
1. The following is a summary of the amounts paid to Ross & McBride in 1989 to date:
  - a) Amount paid to Ross & McBride  
in 1989 prior to this Account = \$ 64,055.78
  - b) Amount for this  
Mar.31/89 Account - (Fees) \$29,239.50  
(Disb.) \$ 4,266.43 \$ 33,505.93
2. TOTAL AMOUNT PAID TO ROSS & McBRIDE  
IN 1989 TO DATE \$ 97,561.71
3. TOTAL AMOUNT PAID TO MACKESY, SMYE  
IN 1989 TO DATE \$ 6,631.82
4. TOTAL AMOUNT PAID TO ROSS & McBRIDE  
AND TO MACKESY, SMYE FOR 1989 TO DATE \$104,193.53



Members of the Committee will recall that Ross & McBride estimated that it would cost \$200,000.00 to complete 90% of the files in 1989. During the Budget discussions in March 1989, this \$200,000.00 figure for payment of Ross & McBride (and Mackesy, Smye) accounts was changed by the Committee to \$100,000.00 to reflect the Committee's decision that the litigation files be returned by Ross & McBride after the hiring of a Junior Litigation Lawyer to assist Senior Litigation Counsel.

At the April 19, 1989 Committee Meeting, I advised the Committee that the March Account puts the amount paid to Ross & McBride and Mackesy, Smye over the total \$100,000.00 figure. Therefore, further funding of the continuing payments of these accounts for 1989 will be needed. I would suggest that your Committee request from Ross & McBride a revised estimate for the 6 month transition period originally referred to in our March 15, 1989 letter to Ross & McBride (copied to your Committee and discussed at the above-mentioned April 19, 1989 Meeting). Immediately after the Personnel Committee, we requested the Human Resources Department to advertise for the Junior Litigation Lawyer.

KAR:ead

  
K.A. Rouff  
City Solicitor

c.c. Mr. E.C. Matthews, City Treasurer



FOR ACTION

6.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Cheryl A. Lowe  
Commissioner of Human Resources

DATE: 1989 May 11  
COMM FILE:  
DEPT FILE: C-023-89

SUBJECT: Pay grade assignments for non-union positions in the Treasury Department.

RECOMMENDATION:

That the pay grades of the following non-union positions in the Treasury Department be approved:

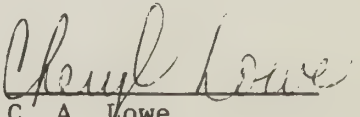
<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>RANGE</u>
Accountant-Housing	Financial administration of the Hamilton Housing Company Ltd. and the Municipal Non-Profit (Hamilton) Housing Corporation.	L	\$36,805.08- \$43,340.44

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Accommodated within the 1989 budget.

BACKGROUND:

This position arose as a result of a re-organization in the Treasury Department.

  
C. A. Lowe







FOR ACTION

7.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Cheryl A. Lowe  
Commissioner of Human Resources

DATE: 1989 May 11  
COMM FILE:  
DEPT FILE: C-021-89

SUBJECT: Senior Project Manager - Architect's Division, Property Department

RECOMMENDATION:

That the salary classification for the following non-union position in the Architect's Division of the Property Department be approved.

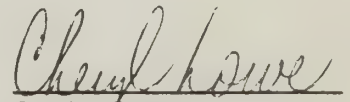
<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
Senior Project Manager	To provide services in project management, architectural design and technology in support of the City of Hamilton's and other capital construction programs.	I	\$45,102-\$53,144

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

The request for this position was included in the proposed 1989 budget and approved by City Council on March 23, 1989.

BACKGROUND:

This position was created and approved in response to a request by the Board of Directors for the Municipal Non-Profit Housing Corporation to purchase the services of the Architectural Division.

  
C. A. Lowe







FOR ACTION

8.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Cheryl A. Lowe  
Commissioner of Human Resources

DATE: 1989 May 8  
COMM FILE:  
DEPT FILE: C-020-89

SUBJECT: Appointments to and Terminations from Permanent positions with the Corporation to May 10, 1989.

RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

  
C. A. Lowe



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Cosmo Amore	Street Sweeper Operator (D-9)	Public Works	replacing Mr. B. Vukmanich - transferred	\$25,359.36 to \$25,775.36	\$25,775.36 per annum (2 of 2)	April 17, 1989
Mr. John P. Barry	Probationary Firefighter (N-1)	Fire	replacing Mr. G. Bland - retired	\$28,747.65	\$28,747.65 per annum	April 10, 1989
Mr. Gerrit Belmers	Truck Driver-Labourer (D-7)	Public Works	replacing Mr. C. Amore - promoted	\$25,099.36 to \$25,515.36	\$25,515.36 per annum (1 of 2)	April 30, 1989
Ms. Gloria M. Bozich	Banquet Personnel Co-ordinator (5)	Convention Centre (division of H.E.C.F.I.)	New position approved by H.E.C.F.I. Board Mar. 17/89	\$17,171.44	\$17,171.44 per annum	April 17, 1989
Mr. Howard C. Carpenter	Probationary Firefighter (N-1)	Fire	replacing Mr. S. Vanderveen - terminated	\$28,747.65	\$28,747.65 per annum	April 10, 1989
Ms. Cynthia C. Cornell	Receptionist/Convention Centre (5)	Convention Centre (division of H.E.C.F.I.)	replacing Ms. A. O'Sullivan - resigned	\$18,115.76	\$18,115.76 per annum	May 01, 1989
Mr. Mark Crease	Truck Driver-Labourer (Litter Containers) (D-7)	Public Works	replacing Mr. J. McMillan - resigned	\$25,099.36 to \$25,515.36	\$25,515.36 per annum (2 of 2)	April 02, 1989

Prepared 10 May 1989



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Robert Divinski	Captain (C-8)	Fire	replacing Mr. N. Macpherson - retired	\$48,150.77	\$48,150.77 per annum	April 16, 1989
Ms. Lynda Everets	Clerk II - Printing & Mailing (E-2)	City Clerk's	replacing Ms. S. Strang - promoted	\$18,625.36 to \$20,065.24	\$20,065.24 per annum (3 of 3)	April 3, 1989
Mr. Robert D. Grubb	Maintenance Assistant (6)	Convention Centre (division of H.E.C.F.I.)	replacing Mr. R. Galway - resigned	\$19,147.96	\$19,147.96 per annum	April 27, 1989
Mr. David G. Hutchison	Probationary Firefighter (N-1)	Fire	replacing Mr. T. McDade - retired	\$28,747.65	\$28,747.65 per annum	April 10, 1989
Mr. Stephen James	Probationary Firefighter (N-1)	Fire	replacing Mr. Mooney - resigned	\$28,747.65	\$28,747.65 per annum	April 10, 1989
Mr. Maurice Juteau	Probationary Firefighter (N-1)	Fire	replacing Mr. W. Taylor - retired	\$28,747.65	\$28,747.65 per annum	April 10, 1989
Mr. Michael Karns	Yard Attendant (D-11)	Public Works	replacing Mr. R. McInnis - transferred	\$25,773.28 to \$26,189.28	\$26,189.28 per annum (2 of 2)	April 24, 1989

Prepared 10 May 1989



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Ian Kerr-Wilson	Curator (Hamilton Steam & Technology) (M)	Culture & Recreation	New Position Approved in 1988 Budget	\$34,397.48 to \$40,474.72	\$40,474.72 per annum (1 of 5)	April 10, 1989
Ms. Irene E. Kovacs	Events Secretary (7)	Convention Centre (division of H.E.C.F.I.)	replacing Ms. C. Bogle - promoted	\$20,000.00	\$20,000.00 per annum	April 10, 1989
Mr. Gary S. MacDonald	Foreman/Woman III (Districts) (13C)	Public Works	replacing Mr. A. Marshall - promoted	\$27,837.68 to \$31,969.60	\$27,837.68 per annum (1 of 3)	April 24, 1989
Ms. Cathy MacGregor	Control Room Clerk (PA-6)	Parking Authority	replacing Ms. S. Bolton - resigned	\$17,210.38 to \$18,037.76	\$17,210.38 per annum (1 of 2)	April 4, 1989
Mr. Alan Marshall	Foreman/Woman II (Districts) (12C)	Public Works	replacing Mr. G. Cavael - resigned	\$28,976.48 to \$34,604.96	\$34,604.96 per annum (3 of 3)	April 24, 1989
Mr. Bryan Moon	Senior Building Inspector (A-16)	Building	replacing Mr. J. Spolnik - resigned	\$36,961.60 to \$42,943.16	\$39,483.60 per annum (3 of 5)	April 03, 1989
Mr. Kim B. Murphy	Probationary Firefighter (N-1)	Fire	replacing Mr. J. Taylor - retired	\$28,747.65	\$28,747.65 per annum	April 10, 1989

Prepared 10 May 1989



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Larry D. Noseworthy	Probationary Firefighter (N-1)	Fire	replacing Mr. R. Gay - retired	\$28,747.65	\$28,747.65 per annum	April 10, 1989
Mr. Vincenzo M. Oddi	Probationary Firefighter (N-1)	Fire	replacing Mr. G. Pastor - retired	\$28,747.65	\$28,747.65 per annum	April 10, 1989
Mr. Edward Reis	Welder (Ontario Certificate) (D-17)	Central Garage (division of Public Works)	replacing Mr. N. Miles - resigned	\$30,207.84 to \$30,623.84	\$30,207.84 per annum (1 of 2)	April 24, 1989
Mr. Donald H. Sherren	Probationary Firefighter (N-1)	Fire	replacing Mr. W. Mitchell - retired	\$28,747.65	\$28,747.65 per annum	April 10, 1989
Mr. Richard P. Sherwood	Probationary Firefighter (N-1)	Fire	replacing Mr. D. Hildrop - retired	\$28,747.65	\$28,747.65 per annum	April 10, 1989
Mr. Leonard H. Tigchelaar	Probationary Firefighter (N-1)	Fire	replacing Mr. N. Kjar - retired	\$28,747.65	\$28,747.65 per annum	April 10, 1989
Mr. Robert L. Townsend	Probationary Firefighter (N-1)	Fire	replacing Mr. R. Winning - retired	\$28,747.65	\$28,747.65 per annum	April 10, 1989

Prepared 10 May 1989



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Michael R. Tratch	Firefighter II 3rd Year (N-4)	Fire	replacing Mr. A. Fuller - transferred	\$36,961.52	\$36,961.52 per annum	April 16, 1989
Mr. David H. Uiman	Probationary Firefighter Fire (N-1)	Fire	Additional Staff approved in 1989 Budget	\$28,747.65	\$28,747.65 per annum	April 10, 1989
Ms. Lucy Vincent	Control Room Clerk (PA-6)	Parking Authority	replacing Ms. S. McPhee - resigned	\$17,210.38 to \$18,038.01	\$17,210.38 per annum (1 of 2)	April 4, 1989
Ms. Cynthia-Ann Vitali	Stenographer I (E-5)	City Solicitor's	replacing Ms. R. Spagnuolo - promoted	\$22,321.00 to \$25,096.24	\$22,321.00 per annum (1 of 4)	April 24, 1989
Mr. Ronald Wells	Foreman/Woman II (Districts) (12-C)	Public Works	replacing Mr. G. Hitzroth - retired	\$28,976.48 to \$34,604.96	\$34,604.96 per annum (3 of 3)	May 08, 1989



THE CORPORATION OF THE CITY OF HAMILTON  
TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. G. F. Cavael	Foreman II (Districts) (12C)	Public Works	Resigned	22 years	April 28, 1989
Mr. J. Patrick Chambers	Programmer II (A11)	Information Systems	Resigned	5 months	April 28, 1989
Mr. Alex Chowchun	Tree Climber (D9)	Public Works	Resigned	3 years, 8 months	April 26, 1989
Mr. George Chung	Utilities/Maintenance Operator (M15)	Central Utilities Plant (division of H.E.C.F.I.)	Retired	23 years, 9 months	April 30, 1989
Mr. Dean Crabbe	Traffic Signal Repairman II (B6)	Traffic Services	Resigned	1 year, 5 months	April 14, 1989
Ms. Sandra Delangis	Clerk Typist III (E1)	Culture & Recreation	Resigned	2 months	April 25, 1989
Mr. William Hubar	Litigation Counsel (F)	City Solicitor's	Resigned	6 months	April 28, 1989
Mr. Paul Kuppe	Commissioner (D)	Building	Retired	31 years, 11 months	April 30, 1989
Mr. William G. Mitchell	Lieutenant (C7)	Fire	Retired	37 years, 11 months	April 30, 1989

Prepared 10 May 1989



THE CORPORATION OF THE CITY OF HAMILTON  
TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. R. C. Nutley	Manager of Parks (F)	Public Works	Retired	33 years, 9 months	April 30, 1989
Mr. John Spolnik	Senior Building Inspector (A16)	Building	Resigned	8 years, 7 months	April 7, 1989
Mr. Kenneth Winning	Platoon Chief (C12)	Fire	Retired	34 years	April 30, 1989

Prepared 10 May 1989



Corporation of the City of Ha

Memorandum

\*\*\*\*\*

TO: Alderman B. Hinkley, Chairman,  
and Members,  
Personnel Committee

YOUR FILE:

FROM: Alderman D. Christopherson  
Alderman, Ward 4

OUR FILE:

PHONE: 526-2730

SUBJECT: Feasibility of establishing a Day Care  
for Regional and City Employees.

DATE: 1989 May 19

As the Committee is aware, the Personnel Committee at its meeting held Thursday, 1989 January 26th, approved the following motion:

"That Alderman Christopherson undertake the role of investigating the feasibility of establishing a child care facility for Regional and City employees and report back on this matter to the Personnel Committee".

Information on this matter has been obtained, and I would now ask that the Committee make a request to Regional Council to include the polling of Regional employees in a Workplace Daycare Needs Survey.

DC:nb









FOR INFORMATION

10.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Cheryl A. Lowe  
Commissioner of Human Resources

DATE: 1989 May 8  
COMM FILE:  
DEPT FILE: C-019-89

SUBJECT: Memorandum of Agreement - C.U.P.E. Local 167

BACKGROUND:

At the Joint Personnel Committee meeting held on Tuesday, April 18, 1989, the Memorandum of Agreement for C.U.P.E. Local 167 was presented. While all aspects of the memorandum were covered at this presentation, items 8, 9, 10, and 11, were omitted from the actual agendas. We are attaching these pages now for the Committee's information.

C. A. Lowe



THIS MEMORANDUM OF AGREEMENT MADE THIS 23rd DAY OF MARCH , 1989.

BETWEEN THE NEGOTIATING COMMITTEES OF:  
THE CORPORATION OF THE CITY OF HAMILTON

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES,

LOCAL 167

AND

LOCAL 167 HISTORIC SITES

- I        The parties herein agree to the terms of the Memorandum as constituting full settlement of all matters at issue between the parties.
- II       The undersigned representatives of the parties agree to recommend unanimously acceptance of all the terms of this Memorandum to their respective principals.
- III      The parties herein agree that the term of the Collective Agreement shall be February 1, 1989 to January 31, 1991.
- IV       The parties agree that all provisions of the Collective Agreement covering the period February 1, 1987 to January 31, 1989 shall continue in effect as amended by the following provisions.
- V        The Collective Agreement shall be amended in accordance with the following, including attachments and such amendments in Appendix "A" shall become effective upon ratification by both parties whose proper officers have appended their signatures hereto unless specifically provided otherwise.

The following are the amendments referred to in item V above:



1. **ARTICLE 7 - ANNUAL VACATIONS**

Effective February 1, 1989, clause 7.1 shall be amended as follows:

<u>Column I</u> <u>Years of Service</u>	<u>Column II</u> <u>Vacation with Pay</u>
8 years	4 weeks and thereafter
16 years	5 weeks and thereafter

Effective February 1, 1990, clause 7.1 shall be amended as follows:

<u>Column I</u> <u>Years of Service</u>	<u>Column II</u> <u>Vacation with Pay</u>
7 years	4 weeks and thereafter
15 years	5 weeks and thereafter
18 years	5 weeks and 1 day and thereafter
19 years	5 weeks and 2 days and thereafter
20 years	5 weeks and 3 days and thereafter
21 years	5 weeks and 4 days and thereafter
24 years	6 weeks and thereafter
27 years	7 weeks and thereafter

ARTICLE 8.1 amend as follows:

<u>Vacation qualification</u>	<u>Vacation Pay</u>
7 weeks	14.0%



2. **ARTICLE 10 - SICK LEAVE, PENSION AND GROUP MEDICAL AND HOSPITALIZATION PLANS**

Replace articles as follows:

- (a) Increase the cap for orthodontic coverage to \$1500 effective ratification.
- (b) Increase the vision care coverage to \$200 effective February 1, 1990.

Add new article:

- (c) Chiropractor - the maximum charge for each visit is not to exceed the schedule of fees approved by the Association of which the practitioner is a member, and where there is no approved schedule of fees, the charge must be reasonable.

The maximum is \$200.00 per person per calendar year effective February 1, 1990.

3. **Mileage - Amend as follows:**

The rate paid per kilometre driven on the Employer's business will be thirty four (.34) cents on the first five thousand (5000) per kilometre per annum and twenty (.20) cents for all kilometers in excess of five thousand.

Delete language with respect to insurance reimbursement.

4. **HISTORIC SITES-OVERTIME**

Hours in excess of a 7 hour day constitutes overtime.

5. **HISTORIC SITES - LETTER OF UNDERSTANDING**

The employer agrees that employees who work a 35 hour work week continuously for 26 weeks will be eligible to receive benefits. Employees working less than a 35 hour week will receive 12% in lieu of benefits.

6. **SCHEDULE "A"**

Amend rates in Schedule "A" by 5.5% effective February 1, 1989, and 0.5% effective July 1, 1989.

Amend rates in Schedule "A" by 4.5% effective February 1, 1990, and 1% effective July 1, 1990.



7. ARTICLE 28 - DURATION OF AGREEMENT

Amend the dates to reflect a duration extending from February 1, 1989 to January 31, 1991.

8. ANNUAL VACATION - ADD NEW ARTICLE 7.1(A)

Payment for vacation to part-time employees only shall be paid at the rate of % (as outlined below) of earnings in the preceding calendar year to employees who have years of service (as outlined below) prior to January 1, of the vacation year.

Effective February 1, 1989:

<u>Vacation Qualification</u>	<u>% Vacation Pay</u>
25 years	12.0%
23 years	11.6%
22 years	11.2%
21 years	10.8%
20 years	10.4%
16 years	10.0%
8 years	8.0%
3 years	6.0%
1 year	4.0%

Effective February 1, 1990:

Amend as follows:

<u>Vacation Qualification</u>	<u>% Vacation Pay</u>
27 years	14.0%
24 years	12.0%
21 years	11.6%
20 years	11.2%
19 years	10.8%
18 years	10.4%
15 years	10.0%
7 years	8.0%



9. PROMOTION & REDUCTION OF STAFF - 12.11 ADD NEW PARAGRAPH

When a permanent position becomes vacant in a classification within a department for which a temporary position has been posted and filled, the senior employee in the temporary position shall be awarded the permanent position without posting.

10. GRIEVANCE PROCEDURE - ARTICLE 15

Both parties agree that grievances that are submitted after first stage will have the signature of the Grievance Chairperson/or his/her designate. The grievance will not be recognized by either party without signature.

11. LETTER OF UNDERSTANDING

The Employer agrees to create a fund of \$250,000 to be used to make adjustments for pay equity to minimize the grid resulting from percentage increases. Any monies after this adjustment shall be applied to job evaluation.

This shall be applied concurrent with Pay Equity January 1, 1990 and this "fund" shall be applicable to all C.U.P.E. Locals who participated in the Central Bargaining Process.



FOR INFORMATION

REPORT TO: Chairman & Members, Personnel Committee  
Attn: Mrs. S. K. Reeder, Secretary

FROM: K.A. Rouff  
City Solicitor

DATE: 1989 April 20  
COMM FILE:  
DEPT FILE: 100-1.407  
100-2.930  
400-2/89.1  
100-12.1  
(Accounts)

SUBJECT: City Litigation Files - Payment to Ross & McBride  
for professional services rendered with respect to  
City ats Vella and City ats Garside files  
Accounts dated August 22, 1988 and March 15, 1989  
Total Amount: \$2,325.60

BACKGROUND:

At its meeting on August 24, 1988, the Committee requested that it be kept informed of all amounts paid to Ross & McBride (and Mackesy, Smye, Turnbull, Grilli & Jones). In this regard, we would advise as follows:

1. The City has received two Accounts from Ross & McBride in the total amount of \$2,325.60 (made up of \$1,575.00 for fees and \$750.60 for disbursements). These Accounts have been processed for payment;
2. The following is a summary of the amounts paid to Ross & McBride in 1989 to date:

Amount paid to Ross & McBride in 1989 prior to this Account	\$61,730.18
--	-------------

Amount for this Account -	(Fees) \$1,575.00	
	- (Disb.) \$ ,750.60	\$ 2,325.60

TOTAL AMOUNT PAID TO ROSS & McBRIDE IN 1989 TO DATE	\$64,055.78
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3. TOTAL AMOUNT PAID TO MACKESY, SMYE IN 1989 TO DATE	\$ 6,631.82
--	-------------

4. TOTAL AMOUNT PAID TO ROSS & McBRIDE AND TO MACKESY, SMYE TO DATE	\$70,687.60
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KAR:ead

c.c. Mr. E.C. Matthews, City Treasurer

K.A. Rouff  
City Solicitor







12.

Corporation of the City of Ha  
Memorandum

\*\*\*\*\*

TO: Alderman B. Hinkley, Chairman  
Personnel Committee

YOUR FILE:

MAY 1 1 1989

FROM: K.A. Rouff  
City Solicitor

OUR FILE: 400-  
PHONE: 526-4634

SUBJECT: Re-Classifications - Legal Department

DATE: 1989 May 11

Recently, there have been a number of significant developments with respect to our Department. In particular, your Committee and Council decided that the litigation would be returned. In addition, your Committee expressed a desire to have a strong in-house Legal Department and accordingly, provided us with funding for some equipment and an additional lawyer.

The Committee also expressed a sincere desire to recruit and maintain good personnel in the Legal Department. I can say, without hesitation, that the personnel currently in the Legal Department are the best we have had and that they work well together as a group. In order to ensure that this team remains, I am requesting the re-classifications shown on pages 2 and 3.

Attached, please find photocopies of recent job advertisements by various municipalities in the immediate area. I would stress that all of these positions are within commuting distance and accordingly, I would strongly recommend that these re-classifications be given in order to ensure that the recent crisis created by departures is stemmed. The advertisements indicate the following:

Regional Municipality of Niagara	-	\$39,996 to \$46,018
Brampton	2 yrs. experience	\$40,000 to \$50,000
Scarborough	-	\$42,163 to \$52,703
North York	2 yrs. "	\$46,203 to \$57,811 (under review)
York	3 yrs. "	\$52,831 to \$65,549
Mississauga	5 to 10 yrs. "	\$57,050 to \$71,313



In summary, the attached advertisements show that area municipalities are offering salaries between \$40,000 and \$65,500 for solicitors with zero to three years experience. The one advertisement for more, a senior solicitor shows a salary range of \$57,050 to \$71,313 for solicitors with five to ten years experience. All of the re-classifications recommended fit within the range clearly established by the area market.

We must remain competitive in terms of salary if we are to maintain our quality staff. It is, quite clearly, expensive and counter-productive to train municipal lawyers only to have them move to other municipalities in order to increase their salaries.

I would also point out that with the recent departure of Mr. Hubar, funding is already in our budget for all of the re-classifications. In particular, Mr. Hubar was in the maximum step of Category "F" earning \$67,189.24. Mr. Barkwell of our office has replaced Mr. Hubar at the first step in the range (earning \$57,099.39) for a salary difference of \$10,089.85. The total cost of the following re-classifications is \$9,485.73:

AMOUNT AVAILABLE:

(Category "F", Step 5 position formerly held by W.J. Hubar)	\$67,189.24	
(Category "F", Step 1 position held by P.A. Barkwell, replacing W.J. Hubar)	<u>\$57,099.39</u>	
Difference		\$10,089.85

RE-CLASSIFICATIONS:

R.C. Roszell:

Proposed -	Category "F", (Contract Solicitor) Step 2 at	\$59,392.53	
Currently -	Category "H", (Solicitor II) Step 5 at	<u>\$58,243.96</u>	
Difference			\$ 1,146.47

L.E. Farr:

Proposed -	Category "K", (Solicitor III) Step 2 at	\$41,735.29	
Currently -	Category "L", (Solicitor IV) Step 3 at	<u>\$39,900.78</u>	
Difference			\$ 1,834.51



L. Lawrence:

Proposed -	Category "K", (Solicitor III)	Step 2 at	\$41,735.29	
Currently -	Category "L", (Solicitor IV)	Step 3 at	<u>\$39,900.78</u>	
Difference				\$ 1,834.51

B.J. Loreto:

Proposed -	Category "H", (Solicitor II)	Step 1 at	\$49,417.89	
Currently -	Category "J", (Solicitor III)	Step 2 at	<u>\$47,468.11</u>	
Difference				\$ 1,949.73

Student:

Proposed -	Legal Assistant	\$28,779.01	
Current -	Category "O", Step 1	<u>\$26,058.50</u>	
Difference			<u>\$ 2,720.51</u>


TOTAL AMOUNT OF RE-CLASSIFICATIONS	<u>\$ 9,485.73</u>
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DIFFERENCE BETWEEN AMOUNT AVAILABLE AND TOTAL AMOUNT OF RE-CLASSIFICATIONS	\$ 604.12 =====
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Note: All figures have been adjusted for the 5.5% 1989 increase.

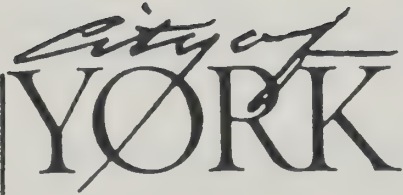
It is my sincere desire to leave my employ with the City of Hamilton with a strong efficient Legal Department. Approval of my above-mentioned recommendations will go a long way towards maintaining efficiency and stability in the Department. While we are most appreciative of the efforts of your Committee to date, we would point out that there still remain some equipment (computers, etc.) salary (Secretaries) and space deficiencies. We trust however, that these can all be addressed in the near future in order to continue with the progress being made and maintain the current improvements.

KAR:ead  
atths.

  
K.A. Rouff  
City Solicitor

c.c. Members of the Personnel Committee  
Attn: Mrs. S.K. Reeder, Secretary ✓





AN EQUAL OPPORTUNITY EMPLOYER

## A Bright Legal Mind As Assistant City Solicitor

This important role will see you involved in all matters pertaining to City legal responsibilities. Your expertise will be demonstrated in the preparation of contracts, by-laws and legal documents. You'll also be expected to handle the acquisition and disposal of real property as well as appear before various courts and administrative tribunals as required.

A member of the Law Society of Upper Canada, you'll have practiced law for a minimum of 3 years and preferably, possess Municipal Law, administrative tribunal or other advocacy experience, including prosecutions.

Salary range for this position is \$52,831 to \$65,549 per annum. Please send resumes by April 28, 1989, to: Human Resource Services, 2700 Eglinton Ave., W., City of York, Ontario M6M 1V1

*Note: We thank all applicants who apply, but advise that only applicants to be interviewed will be contacted.*



The Ontario Reports  
City of Brampton - April 15, 1989

## Assistant Solicitor

The City of Brampton requires a Solicitor to assist in a wide variety of legal matters.

Reporting to the City Solicitor, you will act as legal counsel by representing the City of Brampton in litigation, directing municipal prosecutions and appearing before administrative boards and tribunals. You will also provide legal advice and opinions to City Council and City departments.

As the ideal candidate, you are a member of the Ontario Bar with 2 years' experience in civil litigation/municipal law, including municipal prosecutions. Recent Graduates will be considered.

Proposed annual salary \$40,000-\$50,000 (under review) with excellent benefits.

Interested candidates should forward a resume, quoting file #89-42, to: Human Resources Division, CITY OF BRAMPTON, 150 Central Park Drive, Brampton, Ontario L6T 2T9.

An Equal Opportunity Employer

Please Note: While we appreciate all applications received, only those individuals invited for an interview will be notified by April 15, 1989.

CITY OF  
*Brampton*  
ONTARIO



The Ontario Reports  
Regional Municipality of Niagara  
Closed - April 14, 1989

The Regional Municipality of Niagara  
requires an  
**ASSISTANT SOLICITOR**

Applications will be accepted until April 14, 1989 from members of  
The Ontario Bar.

The successful applicant will assist the regional solicitor in advising  
regional council and department heads in all matters pertaining to  
the authority and responsibilities of the regional corporation, in the  
preparation of by-laws, agreements and other documents, the  
acquisition and disposal of property, expropriations and other  
proceedings before various tribunals and generally in all matters of  
a legal nature with respect to the operations of the regional  
corporation.

**Present salary range is \$39,996 to \$46,018<sup>7</sup> per year plus  
comprehensive benefit program.**

Qualified persons may submit a complete resume to:

**Personnel Department  
The Regional Municipality of Niagara  
2201 St. David's Road, Box 1042  
Thorold, Ontario  
L2V 4T7**

"The Regional Municipality of Niagara promotes a non-smoking environment"



The Ontario Reports  
City of Scarborough  
Closed - April 21, 1989

### **ASSISTANT SOLICITOR Litigation Claims Administration**

The City of Scarborough requires an Assistant Solicitor interested in general Municipal Law with some litigation experience.

Applicants possessing the following qualifications are invited to apply:

- Membership in the Law Society of Upper Canada and a member of the Ontario bar.
- Good oral and written communication skills with an aptitude for the preparation and presentation of cases before the District and Supreme Courts and Administrative Tribunals in the Province of Ontario.

Salary range \$42,163 to \$52,703 per annum (under review) plus excellent employee benefits.

Forward resume in confidence by April 21, 1989, to the Director of Staffing, City of Scarborough, 150 Borough Drive, Scarborough, Ontario M1P 4N7.

**NOTE:** We wish to thank all the applicants who will apply for this position but we must advise that applications will not be acknowledged. Applicants to be interviewed will be notified by April 28, 1989.

**AN EQUAL OPPORTUNITY EMPLOYER**





The Ontario Reports  
City of Mississauga  
Closed - February 24, 1989

CITY OF MISSISSAUGA

SENIOR LEGAL COUNSEL  
— MUNICIPAL SERVICES



We are searching for an experienced professional to join the Legal Department of the City of Mississauga, one of the fastest growing communities in the country.

The Municipal Services Section deals with all legal matters not within the Real Estate and Development Section of the Department.

Reporting to the City Solicitor and leading a small team of professionals, you will be responsible for preparation of opinions agreements and reports on a variety of municipal and administrative matters, advising senior personnel and representing the City in matters before arbitration and administrative boards and the courts.

This senior position requires you to have [REDACTED] municipal law experience. Preferred experience will include labour law, prosecutions, administrative board work and municipal assessment. You will also have excellent presentation and written communication skills.

The salary range is \$57,050 - \$71,313 complemented by an excellent benefit package.

Please forward detailed resume by February 24, 1989 to Director of Personnel, City of Mississauga, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1.

An equal opportunity employer



The Ontario Reports  
City of North York  
Closed - March 22, 1989

THE ONTARIO REPORTS

liii



THE CORPORATION  
OF THE CITY OF NORTH YORK  
ASSISTANT SOLICITOR

Responsibilities include representing City in court and before various tribunals, liaising with outside counsel on liability claims against the City, providing legal advice and general legal services to municipal departments and bodies.

**QUALIFICATIONS:** Member of the Law Society of Upper Canada; demonstrated aptitude and interest in litigation; ability to work independently and productively in a small, busy legal department; minimum of ~~three~~ years experience preferred; exposure to municipal law preferred.

**Salary Range:** \$46,203 to \$57,811 (under review)  
plus extensive benefit package

Apply in confidence to the undersigned on or before March 10, 1989

Commissioner of Personnel  
City of North York  
5100 Yonge Street  
North York, Ontario  
M2N 5V7

**NOTE:** We thank all the applicants who will apply for this position, but we must advise that applications will not be acknowledged. Applicants to be interviewed will be notified by March 22, 1989.

"The City of North York is committed to its Employment Equity Policy, and therefore, especially encourages applications from qualified women, members of racial minorities and persons with disabilities".

"Employees must comply with the City's Workplace Smoking Policy."









13.

May 1, 1989

Mrs. C. Lowe, Commissioner  
Human Resources

Dear Mrs. Lowe:

RE: Different Salary Scales for City Solicitor's Secretaries  
Vis-A-Vis Regional Solicitor's Secretaries

We have been advised that the discrepancies in salary between the secretaries of the two legal departments is considerable. It is being suggested that this gap is causing the City's legal secretaries to leave the employ of the City.

Could you please provide a report outlining in dollar terms, the differences and the reasons why these discrepancies exist. We would also appreciate an opinion as to the benefits and problems these discrepancies between the two organizations could produce.

Because of these discrepancies, would you recommend any changes.

Your co-operation in this regard is very much appreciated.

Yours truly,

Brian Hinkley  
Chairman  
Personnel Committee

Tom Jackson  
Vice-Chairman  
Personnel Committee

/rd

cc: Mr. L. Sage  
Chief Administrative Officer  
cc: Mr. M. Carson  
Regional Chief Administrative Officer  
cc: Mr. K. Rouff  
City Solicitor  
cc: Mrs. S. Reeder, Secretary  
Personnel Committee







LIST OF OUTSTANDING COMMITTEE ITEMS

PERSONNEL COMMITTEE

14.

<u>ITEM</u>	<u>ORIGINAL DATE</u>	<u>ACTION</u>	<u>STATUS</u>
Establishing Procedure for Exit Interviews	1988 June 22	Commissioner of Human Resources	Pending Report
Child Care for Regional and City Employees	1989 January 26	Alderman Christopherson	Pending Report
Firefighters Report	1988 November 23	Fire Chief and Commissioner of Human Resources	Pending Report
Review and presentation to Committee of Department Policies and Pocedures	1988 December 20 (Chairman)	Commissioner of Human Resources  Fire Chief  City Solicitor	Pending Report  Pending Report  Pending Report
Tour of Fire Stations	1989 January 25	Chief Saltmarsh Committee Secretary	Tour to be arranged for Spring 1989
Presentation on Employment Equity	1989 February 22	Speaker - To be determined	For a future meeting
Details on cost charged for water rates for fire hydrants	1989 February 22	City Treasurer	Pending Report
Report on visible minority status within the Corporation	1989 March 22	Commissioner of Human Resources	Pending Report
Purchase of bunker suits to outfit remaining platoons within the Fire Dept.	1989 April 19	C.A.O.	Pending Report







E. A. SIMPSON  
CITY CLERK

K. E. AVERY  
DEPUTY CITY CLERK



CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

# THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 July 14th

## NOTICE OF MEETING

Personnel Committee  
Wednesday, 1989 July 19th  
9:30 o'clock a.m.  
Room 233, City Hall

URBAN MUNICIPAL

JUL 17 1989

GOVERNMENT DOCUMENTS

*Diane McGuire*

*for:* Susan K. Reeder  
Secretary

SKR:dbm

DELEGATIONS WILL BE HEARD  
AT 10:30 O'CLOCK A.M.

## A G E N D A

- (A) 10:30 o'clock a.m. Dr. Mike Schuster, Chief Emergency Medical Physician, Chedoke-McMaster Hospitals - Use of Defibrilators by Hamilton Fire Department.
- (B) 11:00 o'clock a.m. Internal Auditor.

(Note: Members of the Finance Committee have been invited to attend to discuss this matter)

1. Chairman's Remarks.
2. Minutes of the meetings held Wednesday, 1989 June 21st and Tuesday, 1989 June 27.

I.







CHIEF ADMINISTRATIVE OFFICER

3. Legal Department.
4. Status of Legal Budget Accounts. (Report to follow)

CITY SOLICITOR

5. April and May Accounts for Ross and McBride.
6. Correspondence - Ross & McBride - dated 1989 July 13 - City Litigation Accounts.
7. Correspondence - City Solicitor - dated 1989 July 13 - City Litigation Accounts.
8. Correspondence - City Solicitor - dated 1989 July 5 - City Litigation Accounts.
9. Correspondence - Ross & McBride - dated 1989 July 4 - City Litigation Accounts.
10. City Litigation Files - Payment to Ross & McBride - Account dated 1989 April 12.

COMMISSIONER OF HUMAN RESOURCES

11. Creation of Two Administrative III positions - Public Works Department.
12. Appointments to and Terminations from permanent positions with the City to 1989 June 30.
13. Pay grade assignments for non-union positions in the Treasury Department:
  - (a) Senior Accounting Analyst.
  - (b) Internal Auditor.

ITEM REFERRED BY CITY COUNCIL

14. Organization Change - Accounts Payable/Receivable Clerk, Information Systems.







CHIEF ADMINISTRATIVE OFFICER

3. Legal Department.
4. Status of Legal Budget Accounts. (Report to follow)

CITY SOLICITOR

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ITEM REFERRED BY CITY COUNCIL

14. Organization Change - Accounts Payable/Receivable Clerk, Information Systems.







INFORMATION ITEMS

15. The Sunday Star - 1989 May 21 - "Life as a 'firelady' can be tough".
16. Commissioner of Human Resources - Classification of City Solicitors.
17. Commissioner of Human Resources - Workforce Survey - Women and Visible Minorities in the City of Hamilton Workforce.
18. Commissioner of Human Resources - Status of Visible Minorities and Women in the Workforce - Human Resources Centre.
19. List of Outstanding Committee Items.
20. Other Business.
21. Adjournment.

IN-CAMERA AGENDA

- AA. Minutes of the In-Camera Meeting held Wednesday, 1989 June 21st.
- BB. Correspondence - City Solicitor.
- CC. Personnel - Hamilton Fire Department. (No copy)
- DD. 11:00 o'clock a.m. - Internal Auditor.  
  
\*Note: All members of the Finance Committee have been invited to attend this portion of the meeting.
- EE. Other Business.
- FF. Adjournment.







Corporation of the City of Hamilton

Memorandum

\*\*\*\*\*

TO: Alderman Wm. McCulloch, Chairman  
and Members,  
Finance Committee

YOUR I

FROM: Mrs. Susan K. Reeder, Secretary  
Personnel Committee

OUR FILE:  
PHONE:

SUBJECT: Meeting of the Personnel Committee -  
Wednesday, 1989 July 19th - Item (B)  
respecting the Internal Auditor -  
to be discussed at 11:00 a.m.

DATE: 1989 July 13

The Chairman of the Personnel Committee invites all members of the Finance Committee to attend the next meeting of the Personnel Committee on Wednesday, 1989 July 19th.

At 11:00 o'clock a.m. the item respecting the Internal Auditor will be discussed.

It is intended that this portion of the meeting will be held IN CAMERA. Attached herewith for your review is the Agenda material which will be discussed.

*Susan K. Reeder*

SKR:dbm  
Attch.

c.c. - Alderman B. Hinkley, Chairman  
Personnel Committee  
- Mr. L. Sage, Chief Administrative Officer  
- Mr. E. Matthews, City Treasurer









**CITY COUNCIL  
HAMILTON, CANADA**

**Brian Hinkley**  
Alderman Ward 3

71 MAIN STREET WEST L8N 3T4 • (416) 526-2730 • RES. (416) 572-7500

1989 July 12th

**MEMO TO:** Mrs. Susan K. Reeder, Secretary  
Personnel Committee

**FROM:** Alderman B. Hinkley, Chairman  
Personnel Committee

**SUBJECT:** Personnel Committee Agenda -  
Wednesday, 1989 July 19th.

Attached herewith is an Item on "Some Thoughts on Absenteeism" - Excerpts from the book entitled "A Passion for Excellence". I would appreciate having this item placed on the above-noted Agenda.

Thank you for your attention to this matter.

BH/dbm  
Attch.



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## SOME THOUGHTS ON ABSENTEEISM

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Excerpts from the book entitled "A Passion for Excellence"

"Mars, Inc., is hardly a "soft" company, yet every person gets a weekly 10 percent bonus -- including the president (in a \$6 billion company) -- if she or he comes to work on time each day! And, yes, it is quite an accomplishment to get up five mornings in a row and show up on time with the car's battery run down and the latest bout of the flu about to set in."

### General Principles for Operation Simplification at Marks & Spencer

"People can be trusted, so checks can be eliminated. This, in turn, saves time, staff and money, and leads to increased self-confidence and a sense of responsibility among staff. Control can be effectively exercised by selective and occasional spot checks, which are usually more satisfactory and productive and certainly less costly than a whole series of permanent control systems and continuous routine checks."

### Stew Leonard (of Stew Leonard's dairy store)

"Encourage enrollment in continuing education programs and participation in your best internal training programs and classes; make sure implicit penalties for "being away from the job" are not levied."



(SOME THOUGHTS ON ABSENTEEISM ..... cont'd)

Paraphrased

"In the same vein, Lightfoot describes Kennedy's approach to absenteeism: "Instead of searching for reasons why workers do not come to work, they believe that management must find ways of getting them there." In other words, instead of workers as ne-er-do-well, demotivated, the notion is workers as winners, workers as full of potential, workers as good. Hence, it's management's prime task to make the rewards of coming to work sufficient to induce the workers to attend. As we've pointed out before, "Management gets exactly the work force and attendance it deserves, not one iota more and not one iota less."

"The Scanlon plan, named after inventor Joe Scanlon, a USW worker, surfaced in 1934. The oldest exemplar is Lincoln Electric, a Cleveland concern engaged in the arc-welding-machine business (supporting such dinosaur U.S. industries as shipbuilding). Lincoln Electric experienced a traumatic 58 percent plunge in revenue between 1981 and 1983. However, the firm laid no one off, and has not done so since 1934. Forty percent of the company shares are owned by employees. Lincoln Electric's individual-based incentive program, based upon quality, productivity, and contribution of new ideas, has averaged 105 percent of salary since 1934! Between 40 and 55 percent of pretax profits go into the plan, which distributed \$42 million to 2,405 employees in 1984. Sales have rebounded to a record \$450 million as of year-end 1984. Productivity is 250 percent above industry average, and absenteeism runs below 1 percent. Moreover, given the high level of employee involvement, Lincoln's management structure revolves around a ratio of 1 supervisor per 100 employees, compared with the U.S. average of 1 to 10."

"To survive a day in the average check processing or factory operation, or in the dispatch office, is tough. A machine breaks down. An unexpected customer scheduling demand comes up. The colleague at the next work station has two kids sick with German measles and is distracted all day. That is to say, survival -- for the average person on the average day -- is an act of no minor heroism. Making it to work five days in a row on time is exceptional heroism."







2.

Wednesday, 1989 June 21  
9:30 o'clock a.m.  
Room 233, City Hall

The Personnel Committee met.

There were present: Alderman B. Hinkley, Chairman  
Alderman T. Jackson, Vice-Chairman  
Mayor Robert M. Morrow  
Alderman D. Agostino  
Alderman V. Agro  
Alderman D. Christopherson  
Alderman T. Cooke

Regrets: Alderman J. Gallagher - City Business

Also present: Alderman M. Kiss  
Mr. L. Sage, Chief Administrative Officer  
Mr. J. Johnston, Commissioner of Human  
Resources  
Mrs. D. Jones, Human Resources Centre  
Mrs. R. Cowell, Human Resources Centre  
Mr. T. Bradley, Manager of Purchasing  
Fire Chief Saltmarsh  
Mr. P. Hooker, City Solicitor's Office  
Mrs. Susan K. Reeder, Secretary

The Chairman distributed an article entitled "Productivity Through People".

The Committee was in receipt of the minutes of their meeting held Friday 1989 May 19, Tuesday 1989 May 23 and Wednesday 1989 May 24. The Committee agreed to ADOPT these minutes.

The Chairman spoke on the proposed Tour of the Fire Stations and indicated that a proposed date for Friday 1989 July 21 was not meeting with much success at obtaining attendance by members of the Personnel Committee. Some discussion ensued on this matter and it was agreed that the Tour of the Fire Stations would BE DEFERRED to the Fall.

The Committee was in receipt a memorandum from the Committee Secretary dated 1989 May 29 placing before the Committee the Item of "Use of Commemorative Names for Fire Stations instead of the Current Numbering System". The Secretary indicated that the Committee had deferred this item at its prior meeting and directed that it be placed on this agenda as per Alderman Agostino's suggestion.

Alderman Agostino then spoke to the Committee on the possibility of naming stations after Firefighters who had died as a result of their work and/or community leaders of outstanding stature.

The Chairman asked the Secretary to read a memorandum from Chief Saltmarsh of the Hamilton Fire Department respecting his views and the views of his staff on this proposal. Chief Saltmarsh's memorandum indicated that the Senior Hamilton Fire Department staff are not in favour of naming stations but suggested that Fire Stations could be dedicated to prominent Hamilton citizens and be so indicated by a plaque at station entrances. The Fire Chief added that firefighters work as a team and do not wish to have special attention given to one member of their team when they are all fulfilling their duty as firefighters.

The Committee then APPROVED that the Fire Chief do a survey amongst the firefighters on the possibility of naming Fire Stations as well as reviewing other naming possibilities instead of the current numbering system and report back to the Personnel Committee.

*"Productivity through People".*

*Minutes - 1989 May 19,  
1989 May 23, 1989  
May 24.*

*Tour of Fire Stations  
-deferred to the Fall.*

*Use of Commemorative  
Names for Fire Stations.*



*Supply and Delivery  
of Fatigue Uniforms,  
Hamilton Fire Dept.*

The Committee was in receipt of a report from the Manager of Purchasing dated 1989 May 25 respecting Supply and Delivery of Fatigue Uniforms, Hamilton Fire Department.

The Committee APPROVED the following:

That a purchase order BE ISSUED to Anchor Textiles, Toronto, for the supply and delivery of Fatigue Uniforms for the Hamilton Fire Department, as and when required during 1989, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender as follows:

Short Sleeve Shirts	\$ 9.30 each
Uniform Trousers	13.25 "
Unlined Uniform Jackets	21.00 "

Provincial Sales Tax extra at 8%

NOTE: Lowest of five (5) tenders received. Funds provided in Uniforms, Clothing, etc. Account #CH56104 48001.

*Purchase of one (1)  
1989 Four Door  
Sedan,  
Hamilton Fire Dept.*

The Committee was in receipt of a report from the Manager of Purchasing dated 1989 June 6 respecting the Purchase of One (1) 1989 Four Door Sedan, Hamilton Fire Department.

The Committee APPROVED the following:

That a purchase order BE ISSUED to Steel City Chrysler, Hamilton, in the amount of \$10,420.92 for the purchase of One (1) 1989 Four Door Sedan, Hamilton Fire Department, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

NOTE: Lowest of seven (7) tenders received. Funds provided in Automotive Equipment-Vehicles Account #CH58002 48015.

*Final Release of  
Holdback - Victor  
Pala Architects Ltd.  
- construction of  
Fire Station No. 5 -  
Upper Ottawa Street.*

The Committee was in receipt of a report from the City Treasurer dated 1989 June 14 respecting Final Release of Holdback.

The Committee APPROVED the following:

That Total Holdback in the amount of \$7,490.56 be released to Victor Pala Architects Ltd. for the completion of Contract No. 27781, for the construction of Fire Station No. 5 - Upper Ottawa Street, pending receipt by the Treasury of the Standard Release Forms from the Contractor and City Solicitor's Department.

*Reclassification  
Project  
Maintenance  
Engineer -  
Public Works Dept.*

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 June 9 respecting Reclassification of Project Maintenance Engineer Position in the Public Works Department.

The Committee then APPROVED the following:

That the salary classification for the following non-union position in the Public Works Department BE APPROVED:

<u>Position Title</u>	<u>Function</u>	<u>Grade</u>	<u>Salary Range</u>
Project Maintenance Engineer	Budget preparation, special project coordination, grievance administration, systems development.	K	\$40,330.68- \$47,474.96

NOTE: Funds accommodated within the existing Departmental budget.



The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 June 8 respecting Fees for the City Doctor.

*Fees for the City Doctor.*

The Committee APPROVED the following:

That the fees paid to the City Doctor BE INCREASED by 4.5% effective 1989 January 1.

NOTE: This increase was approved in the 1989 Hamilton Fire Department budget.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 June 8 respecting Pay Grade Assignment for a Non-union Position in the Community Development Department.

*Pay Grade Assignment for the Assistant to the General Manager, Non-Profit Housing, Community Development Dept.*

The Committee then APPROVED the following:

That the pay grade of the following non-union position in the Community Development Department BE APPROVED:

<u>Position Title</u>	<u>Function</u>	<u>Grade</u>	<u>Salary Range</u>
Assistant to the General Manager-Non-Profit Housing	Responsible for providing assistance to the General Manager, Non-Profit Housing in the administration of the non-profit housing program.	N	\$31,989.36-37,722.36

NOTE: Funds for this position were approved in the 1989 Budget.

This position is essential for assistance in the large number of programs currently being undertaken by the program.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 June 7 respecting Appointments to and Terminations from Permanent Positions with the Corporation to 1989 June 6.

*Appointments to and Terminations from Permanent Positions to 1989 June 6.*

Questions ensued on the appointment of the Internal Auditor and the role this person would play particularly as related to the reporting relationship with the Chief Administrative Officer. The Chief Administrative Officer reported on the functions and projects this person would be working on.

*Internal Auditor.*

The Committee then APPROVED the following:

That the Appointments to and Terminations from Permanent Positions with the Corporation to 1989 June 6, attached herewith and marked APPENDIX "A", BE APPROVED.

The Committee was in receipt of correspondence from the Secretary of the Hamilton Professional Firefighters Association dated 1989 June 12 expressing appreciation to the Committee for the recent approval of the purchase of bunker suits for the Firefighters. The Committee RECEIVED this correspondence.

*Correspondence - Firefighters Association - Appreciation for purchase of bunker suits.*

The Committee was in receipt of the 1988 Annual Report of the Hamilton Fire Department dated 1989 June 5. The Committee RECEIVED this document.

*1988 Annual Report - Hamilton Fire Dept.*

The Committee was in receipt of an Information Report from the Chief Administrative Officer dated 1989 June 15 respecting Performance Management.

*Performance Management.*



Discussion ensued on this matter and the Chairman indicated that he would like to have subsequent status reports on this programme more specific in nature. Mrs. Cowell of the Human Resources Centre and the Commissioner of Human Resources indicated that future joint Personnel meetings will be held to outline the specifics of this programme.

The Committee then RECEIVED this Information Report.

The Committee was in receipt of an Information Report from the Chief Administrative Officer dated 1989 June 12 respecting the Current Status of Litigation Services in the City Solicitor's Office.

Alderman Christopherson questioned the content of the report and indicated that it was his understanding that this report would have outlined specific dollar amounts involved in the accounts.

It was then agreed that a joint report between the City Solicitor and the Chief Administrative Officer outlining the specifics of the accounts with respect to Litigation Services would be sent to the Committee.

The Committee was in receipt of an Information Report from the Commissioner of Human Resources dated 1989 June 7 respecting Salary Ranges in the City of Hamilton Solicitor's Department and Secretaries in the Regional Municipality of Hamilton-Wentworth's Legal Services Department.

The Committee was also in receipt of an Added Information Report brought into the meeting by Mr. Hooker of the City Solicitor's Offices dated 1989 June 21 with respect to the Item 16 of the Agenda respecting Legal Secretarial Salaries between the City and the Region.

The Chief Administrative Officer spoke to the Committee and indicated that the Pay Equity Legislation Process will be addressing these discrepancies as well as other discrepancies between salaries. He also added that the Job Evaluation Process will also be addressing these concerns.

The Committee RECEIVED a copy of the List of Outstanding Committee Items.

At this point the Committee agreed to move IN-CAMERA to discuss this matter as it pertained to Private and Confidential issues.

There being no further business, the regular session of the Personnel Committee meeting adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN  
PERSONNEL COMMITTEE

Susan K. Reeder  
Secretary  
1989 June 21

*Current status of  
litigation services  
in the City  
Solicitor's Office.*

*Salary Ranges - City  
Solicitors Office &  
Regional Solicitors  
Office for  
stenographers.*

*List of Outstanding  
Committee Items*

*IN CAMERA*

*Adjournment.*



Tuesday, 1989 June 27  
7:15 o'clock p.m.  
Room 219, City Hall

A special meeting of the Personnel Committee was held.

There were present: Alderman B. Hinkley, Chairman  
Alderman T. Jackson, Vice-Chairman  
Mayor Robert M. Morrow  
Alderman D. Agostino  
Alderman D. Christopherson  
Alderman V. Agro  
Alderman T. Murray  
Alderman T. Cooke  
Alderman J. Gallagher

Also present: Alderman D. Drury  
Mr. L. Sage, Chief Administrative Officer  
Mr. J. Johnston, Commissioner of Human Resources  
Mrs. A. Holmes, Human Resources Centre  
Mrs. D. Jones, Human Resources Centre  
Mr. B. Sugden, Director of Culture and Recreation  
Mrs. Susan K. Reeder, Secretary

The Commissioner of Human Resources outlined the current status with respect to the Ratification of Agreement for Local 1041 (Foremen). Mr. Johnston indicated that this Union has not signed the Agreement and that further negotiations will be taking place. He also indicated that this Union does not have the right to strike.

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN  
PERSONNEL COMMITTEE

Susan K. Reeder  
Secretary  
1989 June 27

Status Report -  
Agreement with  
Local 1041 (Foremen).

Adjournment.







FOR INFORMATION

3.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. Lou Sage  
Chief Administrative Officer

DATE: 1989 July 12  
COMM FILE:  
DEPT FILE: 226-0001

SUBJECT: Legal Department

JUL 12 1989

BACKGROUND:

I have met with all the lawyers in the Legal Department in order to deal with outstanding matters that concern the employees of that Department. Major issues are their classifications, computerization, furniture and office decor, records retention, position vacancies and the overall status of their current budget.

The City Treasurer is proceeding to do an update on the actual budget figures in order to determine the financial status of the Department based on the cost of outside legal services and the savings from the vacant positions in the Department. A user group made up of Information Services staff, the Regional Legal Office Manager, and Brian Loretto are reviewing the application of computer technology to the Department. The Purchasing Director and City Architect will review the general state of the Departmental offices as well as the furniture and fixtures.

The Department currently has six lawyers on staff out of a full complement of ten lawyers and three vacancies in the clerical staff as well as sick leave absences. The state of the Records System and the lack of a Retention By-law will be addressed by S. Hollowell of the City Clerks Department. The Department is recommending that the vacant student lawyer position be changed to a Law Clerk so that the lawyers can be freed from performing para-professional legal matters. In addition, the classification system used in the Regional Legal Department will be considered for implementation in the City Legal Department.

I informed the Legal Department of the resolution passed by the Co-ordinating Committee respecting the proposed Regionalization of Legal Services and received their input as to the alternatives that are available from an organizational point-of-view. As you know the resolution passed by the Co-ordinating Committee provides for the further study of all aspects of the question prior to a final decision being made by City and Regional Council.

*[Handwritten signature]*







FOR ACTION

5.

REPORT TO: Chairman and Members  
of the Personnel Committee  
Attention: Mrs. S. K. Reeder, Secretary

FROM: P.R.A. Hooker,  
Acting City Solicitor

Date: July 12, 1989  
Comm File:  
Dept. File: 100-12.1  
(Accounts)

JUL 12 1989

SUBJECT: April and May Accounts for Ross and McBride.

RECOMMENDATION

1. That Ross and McBride, Barristers and Solicitors, be paid the sum of \$8,926.32. in partial payment of its accounts rendered for the month of April 1989.
2. That Ross and McBride, Barristers and Solicitors, be paid the sum of \$9,347.29 in partial payment of its accounts rendered for May 1989.
3. That the Committee recommend the method of payment since the \$100,000.00 provided for payment of these accounts in the Legal Department's 1989 Budget is now exhausted.

*Philip R. A. Hooker*

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

The Legal Department's 1989 Budget for outside Litigation Services is now exhausted and an alternate source of funds must be designated.

BACKGROUND

- A. Ross and McBride have submitted accounts for April 1989 totalling \$22,943.29 and for May 1989 accounts totalling \$29,510.33.



Ross and McBride have been advised of a new system of rendering their accounts to the City of Hamilton. Accounts are henceforth to be accompanied by photocopies of the computerized time docket summaries relating to the file. This is to enable the City's Legal Department to properly review and assess these accounts before recommending payment. The accounts for April and May 1989, were rendered prior to this change in procedure.

Accordingly, Messrs. Ross and McBride were advised that for the April and May accounts time dockets would be required only for those accounts where the fees alone exceed \$500.00, and that the remainder of the accounts would be recommended for payment without the necessity of a review of time dockets. After delaying the accounts which exceed \$500.00 pending review of the time dockets, the balance of the April account amounts to \$8,926.32 and the balance of the May account amounts to \$9,347.29, both sums are recommended for payment at this time.

B. Cost Overruns

The Committee will recall that when the Legal Department's Budget was being prepared, Messrs. Ross and McBride provided an estimate that the cost of their services for the year 1989, would be \$200,000.00. Committee and Council resolved to reduce that sum to \$100,000.00 for a six month period and to authorize the Legal Department to hire a Junior Litigation Solicitor commencing in mid 1989.

Outside litigation services encompasses the litigation files which were farmed out to Messrs. Ross and McBride and to Messrs. Mackesy, Smye, Turnbull and Grilli, the total budget for that account is \$100,000.00. There is a second account for legal consultants, which is also set at \$100,000.00, and which is used for retaining outside law firms such as McCarthy and McCarthy and Weir and Foulds to work on extraordinary matters.

As of July 11, 1989, Messrs. Ross and McBride had been paid a total of \$98,732.97 and Messrs. Mackesy, Smye, Turnbull and Grilli had been paid a total of \$6,631.82. Outside litigation services have, therefore, already been paid \$105,368.79 which exceeds the \$100,000.00 budget.

On the Legal Consultants budget, Messrs. Weir and Foulds have been paid a total of \$65,638.94, Messrs. McCarthy and McCarthy have been paid a total of \$13,569.31, and Messrs. Martin and Martin have been paid \$3,553.51. The total paid to outside consultants, as of July 11, 1989 is \$82,761.76.



The April and May accounts for Messrs. Ross and McBride total \$52,453.62. The June account has not yet been rendered.

It is therefore necessary for the Committee to recommend the source of funds for the continuing payment of the Ross and McBride account.

C. Future projections of Ross and McBride Accounts

The original Ross and McBride estimate was \$200,000.00 for the year 1989. This amounts to \$16,666.67 per month. In the first five months of 1989, the City has been billed \$151,186.59 or \$30,237.32 per month. This amounts to an 81.4% increase above Ross and McBride's projection.

The Legal Department had offered the position of Junior Litigation Counsel to a solicitor who was to start on June 26, 1989. Subsequently, that solicitor obtained other employment, at a higher salary, and did not join the City. The Legal Department has now offered employment as Junior Litigation Counsel to a second solicitor, who has accepted, and who will commence employment with the City on July 31, 1989. After that date, we intend to take back the litigation files from Ross and McBride as rapidly as possible.

In light of these developments, we have written to Messrs. Ross and McBride and asked them to provide this Committee with an updated projection of their fees for 1989 at their earliest possible opportunity.

c.c. Mr. L. Sage, Chief Administrative Officer.

c.c. Mr. E. C. Matthews, City Treasurer

c.c. Mr. R. M. Plant, Q.C., Ross and McBride

c.c. Mr. W. G. Charlton, Q.C., Ross and McBride

Attach:

1. Schedule "A" (Summary of Accounts and fees paid to July 11, 1989).
2. Schedule "B" Copy of letter to Mr. R. M. Plant, Q.C. of Ross and McBride.



# SCHEDULE "A"

ACCOUNTS PAID TO THE FOLLOWING OUTSIDE LAW FIRMS - AS OF 1989 JULY 11

## LITIGATION:

### 1. ACCOUNTS PAID TO ROSS & McBRIDE

- January/89 (paid Mar.15/89)	\$ 8,503.69	
- February/89 (paid Mar.30/89)	\$53,226.49	
- April/89 (paid Apr.20/89)		
(re Garside & Vella)	\$ 2,325.60	
- March/89 (paid June 8/89)	\$33,505.95	
- March/89 (paid June 13 letter)	\$ 2,443.69	
	\$ 100,005.42	
- Re-payment to City (June 14/89)	<u>1,272.45</u>	\$ 98,732.97

### 2. ACCOUNTS PAID TO MACKESY, SMYE

- Delmar v. City & Pavelka		
January/89	\$ 600.00	
- Interim Account	\$ 6,031.82	
		<u>\$ 6,631.82</u>

TOTAL AMOUNT PAID TO ROSS & McBRIDE  
AND MACKESY, SMYE

\$105,364.79

## CONSULTANTS:

### 3. ACCOUNTS PAID TO WEIR & FOULDS

- Re: Butler		
(Inv.Dec.21/88 - paid Feb.21/89)	\$16,000.00	
(Inv.Jan.31/89 - paid Mar.9/89)	\$45,019.77	
(Inv.Apr.13/89 - paid May 4/89)	\$ 2,939.75	
- Market Square Expropriation	\$ 160.93	
- Memorial Gardens	\$ 175.80	
- Expropriation 10 & 14 Market Sq.	\$ nil	
- E.C.L.I.P. - 1-1/89.18		
(opinion - computers)	\$ 805.00	
- Edward & Allan	\$ 537.69	

TOTAL AMOUNT PAID TO WEIR & FOULDS \$ 65,638.94

### 4. ACCOUNTS PAID TO McCARTHY & McCARTHY

- Re: Twin Pad Arena (100-1.419)		
Feb. 2/89 - Mar.22/89	\$ 1,531.00	
- Re: Lax Expr'n. - (55-0.72)		
Jan. 4/89 - Mar.22/89	\$ 5,186.10	
- Re: Official Plan Amend.(40-4.194)		
Jan. 5/89 to Mar.22/89	\$ 982.25	
- Harbour Commission (235-2.1.1)	Nil	
- Crystal Palace -reg'd.trademark)	\$ 565.00	
- Maple Leaf Gardens - Injunction	\$ 5,304.96	

TOTAL AMOUNT PAID TO McCARTHY & McCARTHY  
FOR THE ABOVE-MENTIONED FILES TO DATE \$ 13,569.31

NOTE: Waterfront Account is processed  
by Community Development Dept.

### 5. ACCOUNTS PAID TO MARTIN & MARTIN

- Re: Tiger Cat Agreement (June/89)	\$ 3,553.51	<u>\$ 3,553.51</u>
-------------------------------------	-------------	--------------------

\$ 82,761.76

TOTAL AMOUNT PAID TO JULY 11, 1989

\$188,126.55

### 6. OUTSTANDING ROSS & McBRIDE ACCOUNTS:

April 1989	\$ 22,943.29
May 1989	<u>\$ 29,510.33</u>

\$ 52,453.62

TOTAL

\$240,580.17

=====



SCHEDULE "B"



K.A. ROUFF  
CITY SOLICITOR

P.R.A. HOOKER

D.A. POWERS

R.C. ROSZELL

L.E. FARR

L. LAWRENCE

P.A. BARKWELL

B.J. LORETO

W.J. HUBAR, Q.C.  
SOLICITORS

THE CORPORATION OF THE CITY OF HAMILTON  
OFFICE OF THE CITY SOLICITOR

YOUR FILE NO

REPLY ATTENTION P.A.Barkwell

OUR FILE NO. 100-2.1  
(Accounts)

CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

TEL 526-4520

July 12, 1989

FAXED

Messrs. Ross & McBride  
Barristers and Solicitors  
One King Street West  
10th Floor, P.O. Box 970  
Hamilton, Ontario  
L8N 3G6

Attention: Mr. R. M. Plant, Q.C.

Dear Sirs:

Re: Accounts for Litigation Services

As you will recall, your firm originally projected that its fees for the year 1989 would total \$200,000.00. Committee and Council subsequently decided to hire a second Litigation Lawyer with the City and to have the litigation files returned to in-house Counsel. Accordingly, they reduced the Legal Department's budget for your services to \$100,000.00, based upon a six month period.

In the first five months of 1989 your firm has billed the City a total of \$151,186.59, this amounts to \$30,236.32 per month. Your projected budget amounted to \$16,666.67 per month. Accordingly, your fees are currently running 81.4% ahead of your projection.

The City Legal Department has currently hired a Junior Litigation Solicitor who will commence work on July 31, 1989. We intend to take back the litigation files as rapidly as possible commencing in mid-August 1989. As previously discussed, we expect to take back all files except those which are on the eve of trial.



We would request that you provide the Personnel Committee and this Department with a revised projection for your fees for the remainder of 1989. The current projection is clearly outdated and must be revised to permit proper budgeting for your services.

Please provide us with the estimate on a priority basis. We are in the process of reviewing the status of our budget and will be meeting with Mr. Sage and Mr. Matthews, the Treasurer, on Thursday, July 13th. This information is vital to that review.

Yours truly,



Peter A. Barkwell  
Litigation Counsel

PAB;hk

C.C.


c.c. Mr. L. Sage, Chief Administrative Officer

c.c. Mr. E. C. Matthews, City Treasurer

c.c. Mr. W. G. Charlton, Q. C.



# ROSS & McBRIDE

BARRISTERS & SOLICITORS  
PATENT & TRADE MARK AGENTS

WILLIAM L. ROSS, K.C. (1890-1947)  
PAUL D. READ, O.C.  
RICHARD L. VERITY, O.C.  
ROGER M. MORRIS  
ROBERT M. ORR  
ALLAN C. MILLWARD  
DAVID J. GREGORY  
PAUL D. PARADIS  
KEVIN I. M. SMITH  
JOHN S. HALL  
DAVID V. FERGUSON  
GARY J. KUZYSK  
ALLAN R. HORTON  
RALPH W. BENEDICT  
MICHAEL C. BRUDER  
SCOTT E. PREECE  
ANNE C.T. BARBER  
KATHRINE E. LEMMON  
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DWAYNE E. WILLIAMS

ROBERT P. McBRIDE, O.C. (1911-1965)  
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MARVIN B. DABOLL, O.C.  
HUGH F. DEAN, O.C.  
W. GRAYDON SHEPPARD  
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JAMES W. OLIVER  
PETER R. TICE  
DAVID E. IVEY  
GERARD P. MURPHY  
LAWRENCE A. ROTENBERG  
BRIAN DUXBURY  
CATHERINE A. MUTASSEM  
JOHN N. JONES  
KENDRA M. COATS  
MARK W. SAZIO  
GAIL E. MCCOMBS  
WILLIAM F. BASTIEN  
JOANNE F. GUARASCI

CECIL W. ROBINSON, O.C. (1929-1988)  
DONALD M. MANN, O.C.  
ROBERT L. ROBINSON  
J. ARTHUR WYNN, O.C.  
JAMES A. SWEETLOVE  
PAUL G. FISHER  
RICHARD W. SHIELDS  
JEFFREY R. MANISHEN  
ROBERT B. MUNROE  
DAVID S. GODARD  
PATRICK J. HOFBAUER  
LAUREL EVANS  
WAYNE P. VIPOND  
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STANLEY F. FLORAS  
ELIZABETH C. SHEARD  
M.O. LOUISE BARRY  
GERALD S. CARPENTER  
ANDREW L. MCINTOSH

COUNSEL:  
WILLIAM G. CHARLTON, O.C.  
PATENT AGENT:  
JAMES W. KERR

DAVID GOLDBERG, O.C.

RAYMOND M. PLANT, O.C.

July 13, 1989

6.

WATERDOWN

TELEPHONE (416) 526-9800  
FACSIMILE (416) 526-0732

10TH-11TH FLOORS COMMERCE PLACE  
ONE KING STREET WEST

MAIL: P.O. BOX 907

HAMILTON, CANADA  
L8N 3P6

DIRECT DIAL NUMBER (416) 572- 5803

JUL 13 1989

DELIVERED

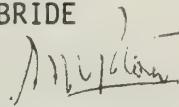
Mr. Peter Barkwell  
Legal Department  
City Hall  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

Dear Mr. Barkwell:

## Re: City Litigation Accounts

This will acknowledge and reply to your letter of July 12, 1989. This will confirm that all, except the files which are going to trial, are to be returned to your legal department commencing mid August. It is anticipated that approximately 30 files will be eventually going to trial and the estimated cost for providing legal services to these files in 1989 will not exceed our proposed budget despite your projections. Some but not all of these files, will be completed by the end of 1989. Some but not all of the above costs could be recovered following settlement or trial and judgment. The net cost to the City therefore, to carry these files to completion is not now known.

Yours sincerely,

ROSS & McBRIDE  
Per: 

R.M. Plant, Q.C.

RMP/lmw

cc: Mr. L. Sage, Chief Administrative Officer  
cc: Mr. E.C. Matthews, City Treasurer  
cc: Mrs. S.K. Reeder, Personnel Committee ✓  
cc: Mr. W.G. Charlton, Q.C.







K.A. ROUFF  
CITY SOLICITOR

P.R.A. HOOKER  
D.A. POWERS  
R.C. ROSZELL  
L.E. FARR  
L. LAWRENCE  
P.A. BARKWELL  
B.J. LORETO  
W.J. HUBAR, Q.C.

SOLICITORS



THE CORPORATION OF THE CITY OF HAMILTON  
OFFICE OF THE CITY SOLICITOR

July 13, 1989

YOUR FILE NO  
REPLY ATTENTION P.A. Barkwell  
OUR FILE NO. 100-12.1  
(Accounts)

FAXED

Messrs. Ross & McBride  
Barristers and Solicitors  
One King Street West  
10th Floor, P.O. Box 970  
Hamilton, Ontario  
L8N 3G6

Attention: Mr. R. M. Plant, Q.C.

Dear Sirs:

Re: City Litigation Accounts

Thank you for yours of July 13th, 1989 regarding the above noted matter. Unfortunately, your letter does not appear to address the question which we asked.

You indicate that "the estimated cost for providing legal services to these files in 1989 will not exceed our proposed budget". In your letter of March 23rd, 1989, which was also copied to the Committee, you stated "Our estimate of \$150,000.00 for 1989 is still our estimate...".

In our meeting of July 6, 1989 Mr. Charlton indicated that your firm had \$50,000.00 in work in progress which had not yet been billed to the City. Taken together with the accounts which the City has already received this would exceed \$200,000.00. My understanding was that the work in progress was time which had been docketed and not yet billed to the City.

Our meeting with Mr. Sage and the Treasurer has been put back to Monday, July 17th, at 4:00 p.m. At that time we will be discussing methods of funding your accounts for the balance of 1989. However, in order to make any recommendations to the Personnel Committee we must have some idea as to the size of the anticipated accounts.



Once again, I would request that you provide us with a revised estimate encompassing your projected costs for continuing to provide legal services to the City on these files for the balance of 1989. Please specifically address the question of the unbilled work in progress at this time.

Yours truly,



Peter A. Barkwell  
Litigation Counsel

PAB;hk

C.C.

c.c. Mr. L. Sage, Chief Administrative Officer

c.c. Mr. E. C. Matthews, City Treasurer

c.c. Mr. W. G. Charlton, Q. C.

c.c. Mr. P. R. A. Hooker, Acting City Solicitor



K.A. ROUFF  
CITY SOLICITOR



P.R.A. HOOKER

D.A. POWERS

R.C. ROSZELL

L.E. FARR

L. LAWRENCE

P.A. BARKWELL

B.J. LORETO

W.J. HUBAR, Q.C.

SOLICITORS

FAXED

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY SOLICITOR

YOUR FILE NO

REPLY ATTENTION P.A.Barkwell

OUR FILE NO. 100-12.1

8.

July 5, 1989

Messrs. Ross & McBride  
Barristers and Solicitors  
One King Street West  
10th Floor, P. O. Box 970  
Hamilton, Ontario  
L8N 3G6

Attention: Mr. R. M. Plant, Q.C.

Dear Sirs:

Re: City of Hamilton Litigation Files

This will confirm that you met with Mr. R. C. Roszell of our office on June 6, 1989, and discussed the procedure for returning the City's litigation files to the Legal Department.

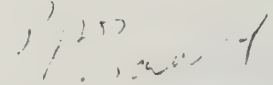
At that time, we believed we would have a second litigation lawyer commencing work with the City on June 26, 1989, and Mr. Roszell indicated that we hoped to begin taking the files back in the middle of July 1989. Unfortunately, that solicitor did not commence work with the City. We are actively seeking a replacement at this time. Accordingly, we are not yet in a position to begin the process of transferring files back to the Legal Department.

Mr. Roszell has also informed me that he requested that you prepare a status list of the City's litigation files with your firm, showing what point in the process each file is at, in order that we can properly evaluate the timetable for return of these files. We would still ask that you provide us with this list at your earliest possible convenience.




The writer, along with Mr. Roszell, will be meeting with Mr. Charlton of your office on Thursday, July 6, 1989, to have preliminary discussions with respect to the return of these files. Hopefully, we can come to a general understanding as to the procedure which will be followed. However, until we have filled the vacant junior litigation solicitor's position we will not actually be in a position to commence receiving these files.

Yours truly,

  
Peter A. Barkwell,  
for K. A. Rouff  
City Solicitor

PAB;hk

  
c.c. Mr. L. Sage,  
Chief Administrative Officer

c.c. Mr. W. G. Charlton, Q. C.

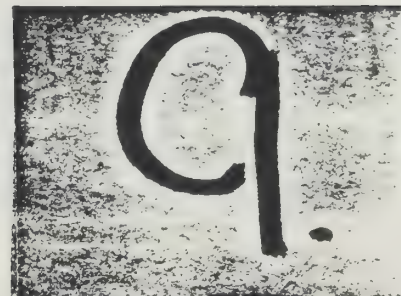
c.c. Mr. R. C. Roszell

c.c. Mr. L. E. Farr



# ROSS & McBRIDE

BARRISTERS & SOLICITORS  
PATENT & TRADE MARK AGENTS



STONEY CREEK  
WATERDOWN

WILLIAM L. ROSS, K.C. (1890-1947)  
PAUL D. READ, Q.C.  
RICHARD L. VERITY, Q.C.  
ROGER M. MORRIS  
ROBERT M. ORR  
ALLAN C. MILLWARD  
DAVID J. GREGORY  
PAUL D. PARADIS  
KEVIN I. M. SMITH  
JOHN S. HALL  
DAVID V. FERGUSON  
GARY J. KUZIK  
ALLAN R. HORTON  
RALPH W. BENEDICT  
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M. O. LOUISE BARRY  
GERALD S. CARPENTER  
ANDREW L. MCINTOSH

COUNSEL:  
WILLIAM G. CHARLTON, Q.C.      DAVID GOLDBERG, Q.C.      RAYMOND M. PLANT, Q.C.

PATENT AGENT:  
JAMES W. KERR

TELEPHONE (416) 526-9800  
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10TH-11TH FLOORS, COMMERCE PLACE  
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MAIL: P.O. BOX 907  
HAMILTON, CANADA  
L8N 3P6

DIRECT DIAL NUMBER (416) 572-5805

July 4, 1989

## DELIVERED

The City of Hamilton.  
71 Main Street West  
P. O. Box 2040  
Hamilton, Ontario  
L8N 3T4

Attention: Mr. P.A. Barkwell

Dear Sir:

RE: Meeting - Thursday, July 6, 1989

I have made an appointment with your secretary in light of your inability to return my calls, for Thursday, July 6, 1989, at 10:00 a.m. in your office. At that time, I propose to review each of the files presently under our administration, and in particular, Rosamond, Dufferin Construction and Engineered Sound. Please have in attendance Messrs. Sage and Pavelka.

At that time please have available, for our mutual consideration, a letter of engagement, acceptable to you, setting out the precise terms and conditions under which we are to continue to manage such files as we continue to have at our office.

Yours very truly,

William G. Charlton, Q.C.

WGC/jnb

cc. Mr. L. Sage, Chief Administrative Officer  
cc. Mr. J. Pavelka, Director, Public Works Department  
cc. Mrs. S. K. Reader, Personnel Committee ✓







FOR INFORMATION

10.

REPORT TO: Chairman & Members, Personnel Committee  
Attn: Mrs. S. K. Reeder, Secretary

FROM: K.A. Rouff  
City Solicitor

DATE: 1989 June 16  
COMM FILE:  
DEPT FILE: 100-12.1  
(Accounts)

JUN 19 1989

SUBJECT: City Litigation Files - Payment to Ross & McBride  
for professional services for several files  
Account dated April 12, 1989 - Amount: \$2,443.69

BACKGROUND:

At its meeting on August 24, 1988, the Committee requested that it be kept informed of all amounts paid to Ross & McBride (and Mackesy, Smye, Turnbull, Grilli & Jones). In this regard, we would advise as follows:

1. The City has received an Account from Ross & McBride in the amount of \$2,443.69 (made up of \$2,340.00 for fees and \$103.69 for disbursements). This Account has been processed for payment;
2. The following is a summary of the amounts paid to Ross & McBride in 1989 to date:

Amount paid to Ross & McBride  
in 1989 prior to this Account \$97,561.71

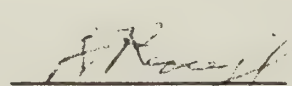
Amount for this  
Apr. 12/89 Account - (Fees) \$2,340.00  
- (Disb.) \$ 103.69 \$ 2,443.69

TOTAL AMOUNT PAID TO ROSS & McBRIDE  
IN 1989 TO DATE \$100,005.40

3. TOTAL AMOUNT PAID TO MACKESY, SMYE  
IN 1989 TO DATE \$ 6,631.82

4. TOTAL AMOUNT PAID TO ROSS & McBRIDE  
AND TO MACKESY, SMYE TO DATE \$106,637.22  
=====

KAR:ead

  
K.A. Rouff  
City Solicitor

c.c. Mr. E.C. Matthews, City Treasurer







F O R   A C T I O N

REPORT TO:        Mrs. S. K. Reeder  
                      Secretary, Personnel Committee

DATE:            July 5, 1989

FROM:            John Johnston  
                      Commissioner, Human Resources Centre

DEPT FILE:    C-037-89

SUBJECT:        Creation of Two Administrative III Positions  
                      - Public Works Department

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RECOMMENDATION:

That subject to the approval of the Transportation and Environment and Parks and Recreation Committees, two clerical positions of Stenographer I and III be declared redundant and two Administrative Assistant III positions be created and classified as follows:

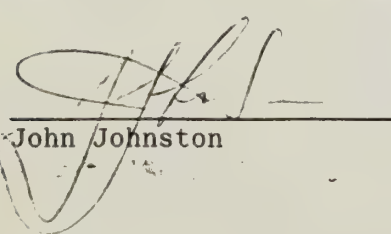
<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>RANGE</u>
Administrative Asst. III	To act as secretary to the Manager of Streets and San- itation and perform stenographic duties for the Horticulturist.	"P"	\$26,848.64 to \$31,573.36
Administrative Asst. III	To act as secretary to the Parks Division Manager and serve as liaison to corporate staff, aldermen and the public.	"P"	\$26,848.64 to \$31,573.36

FINANCIAL IMPLICATIONS:

Funding for the two new positions will be derived from a coalescence of budgeted funds and savings resulting from the two redundant positions.

BACKGROUND:

These positions were created to more accurately reflect the functions performed by the two employees involved.

  
\_\_\_\_\_  
John Johnston







FOR ACTION

12.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. John Johnston  
Commissioner of Human Resources

DATE: 1989 June 30  
COMM FILE:  
DEPT FILE: C-036-89

SUBJECT: Appointments to and Terminations from Permanent Positions with the Corporation to June 30, 1989

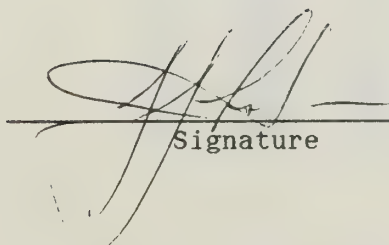
RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

  
\_\_\_\_\_  
Signature



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Armand J. Arsenault	Equipment Mechanic II (D-11)	Central Garage (division of Public Works)	Replacing Mr. D. Lariviere - promoted	\$26,821.60 to \$27,237.60	\$27,237.60 per annum (2 of 2)	June 19, 1989
Mr. David Baker	Supervisor, Console Operations (M)	Systems	Additional Staff Approved by City Council 11/08/88	\$34,397.48 to \$40,474.72	\$34,397.48 per annum (1 of 5)	June 19, 1989
Mr. Gregorio Bartolotta	Traffic Signal Repairman/woman II (B-6)	Traffic	Replacing Mr. D. Crabbe - resigned	\$24,269.96 to \$28,671.24	\$24,269.96 per annum (1 of 5)	June 19, 1989
Mr. Kenneth Campbell	Assistant Chief Steward (8)	Convention Centre (division of H.E.C.F.I.)	Replacing Mr. R. Racey - promoted	\$21,953.88	\$21,953.88 per annum	June 12, 1989
Mr. Michael Clarke	Traffic Meter Foreman/Woman (14-A)	Traffic	Replacing Mr. J. Virgulti - retired	\$25,027.08 to \$29,501.16	\$27,264.64 per annum (2 of 3)	June 05, 1989
Mr. Steven J. Cowell	Manager of Regional Systems (H)	Systems	Reorganization Approved by City Council 11/08/88	\$49,417.68 to \$58,245.72	\$58,245.72 per annum (5 of 5)	June 19, 1989
Mr. Morris Fellicetti	Garbageman/Woman (D-8)	Public Works	Replacing Mr. K. Stevenson - transferred	\$26,251.68 to \$26,667.68	\$26,667.68 per annum (2 of 2)	June 05, 1989
Mr. Robert Gladish	General Foreman/Woman (Beautification) (L-3)	Public Works	Replacing Mr. P. Booker - promoted	\$36,805.08 to \$43,340.44	\$43,340.44 per annum (1 of 5)	June 19, 1989

Prepared 29 June 1989



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Michael Goldsmith	Assistant Manager of Operations (J)	Systems	Reorganization Approved by City Council 11/8/89	\$45,519.24 to \$53,659.84	\$45,519.24 per annum (1 of 5)	Jan. 1, 1989
Ms. Kim Goodfellow	Manager, Support Services (H)	Systems	Reorganization Approved by City Council 11/8/89	\$49,417.68 to \$58,245.72	\$51,481.04 per annum (2 of 5)	Jan. 1, 1989
Mr. Kevin Jones	Foreman/woman III (Forestry) (13-C)	Public Works	Additional Staff Approved by City Council 04/25/89	\$27,837.68 to \$31,969.60	\$27,837.68 per annum (1 of 3)	May 29, 1989
Mr. James A. Krusto	Traffic Checker (B-3)	Traffic	Replacing Mr. J. Juchniewicz - promoted	\$22,365.20 to \$24,794.12	\$24,220.04 per annum (3 of 4)	June 19, 1989
Mr. Derrick J. Lariviere	Motor Mechanic (D-17)	Central Garage (division of Public Works)	Replacing Mr. M. Leroux - resigned	\$31,432.96 to \$31,848.96	\$31,848.96 per annum (2 of 2)	June 05, 1989
Ms. Linda Lowry	Aquatic Supervisor (N-2)	Culture & Recreation	Replacing Ms. S. Hamilton - resigned	\$31,989.36 to \$37,722.36	\$37,722.36 per annum (2 of 5)	June 12, 1989
Mr. Peter Morosin	Foreman/woman (Motor Vehicle Repairs) (12-D)	Central Garage	Replacing Mr. C. Guthro - promoted	\$29,823.56 to \$35,452.04	\$32,637.80 per annum (2 of 3)	May 22, 1989

Prepared 29 June 1989



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Kenneth Morris	Assistant Maintenance Foreman/Woman (Cemeteries) (13-C)	Public Works	Replacing Mr. E. Stec - promoted	\$27,837.68 to \$31,969.60	\$27,837.68 per annum (1 of 3)	June 06, 1989
Mr. William Nesbitt	Curator (Dundurn) (L)	Culture & Recreation	Replacing Mr. J. Joupplien - resigned	\$36,805.08 to \$43,340.44	\$36,805.08 per annum (1 of 5)	June 12, 1989
Mr. Robert Nixon	Truck Driver (Districts) (D-7)	Public Works	Replacing Mr. W. Buchackert - resigned	\$26,120.64 to \$26,536.64	\$26,536.64 (2 of 2)	June 19, 1989
Mr. Robert Racey	Chief Steward (11-A)	Convention Centre (division of H.E.C.F.I.)	Replacing Ms. L. Serrick - terminated	\$28,825.68	\$28,825.68 per annum	June 12, 1989
Mr. Terry Rinaldo	Garbageman/woman (D-8)	Public Works	Replacing Mr. R. Delconte - transferred	\$26,251.68 to \$26,667.68	\$26,667.68 (2 of 2)	June 05, 1989
Mr. William S. Whyte	Truck Driver (Districts) (D-7)	Public Works	Replacing Mr. T. Prince - resigned	\$26,120.64 to \$26,536.64	\$26,536.64 (2 of 2)	June 19, 1989
Ms. Norma Wright	Receptionist/Secretary (5)	Convention Centre	Replacing Ms. A. O'Sullivan - resigned	\$18,115.76	\$18,115.76 per annum	June 12, 1989

Prepared 29 June 1989



THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. William Baxter	Building Inspector	Building	Retired	31 years, 9 months	July 3, 1989
Mr. E. S. Botas	Concrete Finisher	Public Works	Resigned	7 months	June 5, 1989
Mr. Wolfgang Buchackert	Truck Driver	Public Works	Resigned	3 years, 6 months	June 1, 1989
Mr. Kazimierz Czarnecki	Traffic Serviceman I	Traffic	Retired	15 years	June 30, 1989
Mr. C. Dadswell	Truck Driver/Labourer	Public Works	Retired	16 years, 9 months	May 31, 1989
Mr. R. G. Hands	Foreman III	Public Works	Retired	26 years, 10 months	April 4, 1988
Mr. G. Hitzroth	Foreman II	Public Works	Retired	20 years	June 30, 1989
Ms. Lisa Serrick	Chief Steward	Convention Centre (division of H.E.C.F.I.)	Terminated	6 years, 4 months	June 10, 1989
Ms. Christine Shepherd	Stenographer I	City Solicitor's	Resigned	3 years, 10 months	June 16, 1989
Mr. Perry Staats	Garbage Loader	Public Works	Resigned	4 years, 4 months	June 30, 1989
Mr. Eric Stadnik	Driveway Control Officer	Traffic	Deceased	21 years, 2 months	June 23, 1989
Mr. Joseph Virgulti	Parking Meter Foreman	Traffic	Retired	30 years, 1 month	June 30, 1989
Mr. L. White	Hydraulic Backhoe Operator	Public Works	Retired	7 years, 6 months	June 30, 1989

Prepared 29 June 1989







FOR ACTION

13a

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: John Johnston  
Commissioner of Human Resources

DATE: 1989 July 6  
COMM FILE:  
DEPT FILE: C-034-89

SUBJECT: Pay grade assignment for non-union position in the Treasury Department.

RECOMMENDATION:

That the pay grade of the following non-union position in the Treasury Department be approved:

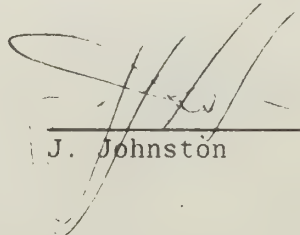
<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>RANGE</u>
Senior Accounting Analyst	Responsible for providing sound financial and accounting advice/solutions on complex, high priority management issues.	J	\$45,747.00- \$53,928.16

FINANCIAL IMPLICATIONS:

*Accommodated within the 1989 budget.*

BACKGROUND:

This position arose as a result of a new position approved in the Treasury Department.

  
\_\_\_\_\_  
J. Johnston







13b.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: John Johnston  
Commissioner of Human Resources

DATE: 1989 July 6  
COMM FILE:  
DEPT FILE: C-035-89

SUBJECT: Pay grade assignment for non-union position in the Treasury Department.

RECOMMENDATION:

That the pay grade of the following non-union position in the Treasury Department be Approved:

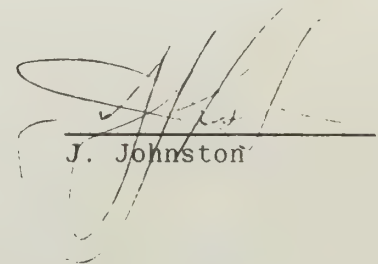
<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>RANGE</u>
Internal Auditor	Provide independent assessment of the adequacy and efficiency of organization's internal controls and performance.	H	\$49,664.68 \$58,536.92

FINANCIAL IMPLICATIONS:

Accommodated within the 1989 budget.

BACKGROUND:

This position was approved in the 1989 budget.

  
J. Johnston







Corporation of the City of Hal  
Memorandum

14.

\*\*\*\*\*

JUL 5 1989

TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

YOUR FILE:

FROM: John Thompson, Secretary  
Information Systems Committee

OUR FILE:  
PHONE:

SUBJECT: ORGANIZATION CHANGE  
ACCOUNTS PAYABLE/RECEIVABLE CLERK

DATE: 1989 June 30

Attached for your information and appropriate action is a copy of a report of the Director of Information Systems dated 1989 June 15 which was received and approved by the Information Systems Committee at its regular meeting held 1989 June 22.

The recommendation contained in the report was ratified by City Council at its meeting held 1989 June 27 in adopting Section 1 of the Sixth Report of the Information Systems Committee.

Kindly ensure that this item is presented to the Personnel Committee for approval.



JT:mjw

Attachment

c.c. J. G. Hindson  
Director of Information Systems

J. Johnston  
Commissioner of Human Resources



## FOR ACTION

REPORT TO: Mr. J. D. Thompson  
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson P.Eng.  
Director of Information Systems

DATE: 1989 June 15

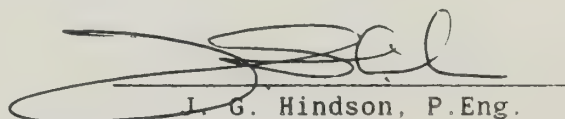
COMM FILE:

DEPT FILE: 89.119

SUBJECT: Organization change - Accounts Payable/Receivable Clerk  
- no change in staff compliment

### RECOMMENDATION:

- 1) The position of Accounts Payable/Accounts Receivable Clerk be included in the Organization chart for Information Systems.
- 2) The position of Clerk Typist III be eliminated.
- 3) That this Report be forwarded to the City of Hamilton Personnel Committee for approval and to the Region's Personnel and Finance Committee for information.

  
J. G. Hindson, P.Eng.

### FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

No additional funds are being requested or are required.

### BACKGROUND:

The reorganization chart for Information Systems was approved by the Committee in 1988 November. At that time 13 positions were changed via attrition and the reassignment of existing staff. The organization was designed in order to provide for the coordinated and effective delivery of Information services to the Corporations. Notwithstanding that the reorganization involved major changes to the Department, it has gone very well and I am pleased to report that all affected staff have responded very positively. There have been no grievances, and there are no unaddressed concerns as the result of the reorganization.



A 6 month review was conducted with my senior staff to determine if there were any problems or concerns resulting from the reorganization. Several minor areas were identified and are being addressed. However, the lack of resources in the Accounts Payable/Receivable area surfaced as a major concern.

The Accounts Payable function has more than doubled as the result of the amalgamation and is currently performed by my Secretary to the point that it involves virtually all of her time. Additionally the Accounts Receivable function has added complexity in order to provide for the types of information needed to distribute and monitor ongoing costs.

Our staff subsequently sought a solution to this problem without requiring additional resources. As a result, some minor work assignments have been reallocated as much as possible to other staff and it is recommended that the position of Clerk Typist III be eliminated and a position simila to an Accounts Payable/Receivable Clerk be created. The classification will be determined by Human Resources.

Although a net salary change is involved (approximately \$5,800 per year), reorganization costs have been less than expected, and no additional funding is requested or required. Addressing this problem, will solve the inadequacy and inequality of the present work distribution in the Accounts Payable and Receivable functions in Information Systems.

c.c. Mr. W. M. Carson, Chief Administrative Officer  
Mr. Lou Sage, Chief Administrative Officer  
Mr. J. Johnston, Acting Commissioner of Human Resources







## STARSHIP

## Life as a 'firelady' can be tough

From time to time, Starship will look at the careers of various people and why they chose them.

By Louise Klimros  
Starship special

**Y**OU really do get to slide down those brass poles to a shiny, red fire truck when the call comes in. You get to carry an extra 50 lbs. in weight from the breathing apparatus carried on your back, your triple-lined long coat and your hip-wader boots.

And, according to Dianne Oland, 42, a firefighter at Station No. 7, you'll be lucky if you get three hours sleep on your 14-hour night shift.

"There aren't too many people who have the nerve to run into a burning building when everyone else is running out," says Oland. "But someone's got to do it."

She became the Toronto Fire Department's first female firefighter in 1988. "I like the challenge of this kind of job," Oland says. "It's hard physically and there's a sense of adventure, of doing things a little bit different."

She admits that "it is kind of weird" working only with men at her station, "but it's not too much of a problem. We're all here doing the same thing."

Station No. 7 serves the downtown Regent Park and surrounding area and "it's a busy station. She and her partners

But Dianne Oland enjoys the challenge at Station No. 7

take their trucks out on four to 12 calls each day.

"About 40 per cent of emergency calls are medical help calls," says Oland.

"Anything from industrial accidents to a drug overdose or heart attack." The majority of the rest are fire calls, which Oland says are often false alarms. In addition, the trucks respond to car accidents and equipment malfunctions, such as the bursting of water pipes.

Her station has three fire trucks: two pumpers and one aerial. "The pumper is the one that carries a lot of water and hoses," explains Oland. "It arrives first, hooks up to the fire hydrant if necessary, and starts the water flowing." The firefighters on the pumper also take the hose lines into the building, she says.

Oland works on Aerial No. 7. The ladder on this truck extends "up to 10 storeys." When there is a need for a large volume of water over a sustained period of time, a hose is put into action from atop this ladder. There are 11 other aerial and hand ladders on her truck.

Oland rides with two firefighters on the open bench behind the truck's cab; a captain

and driver sit up front. At the sound of the alarm they race to put on their protective clothing.

Over working clothes they call "fatigues," they pull thigh-high black and yellow rubber boots and slip into heavy, black full-length coats. The middle of three coat linings contains asbestos, which is fire-resistant. "We all have fluorescent stripes on the outside so we can be seen in the dark," she says.

Onto their backs they swing their breathing apparatus, a 20-lb. cylinder of air, which Oland says soon becomes "like a part of yourself." Then there is the helmet, the gloves and a clear face piece to protect the face from smoke or other poisonous fumes.

When the team arrives at a fire, Oland says it is their job to complete a "search and rescue" procedure.

"You go in pairs, just like in swimming," she says. Room by room they search for people who may not have been able to get out. "The more smoke, the harder it is," Oland explains.

"If we find anyone on the way, we rescue them and carry them out," says Oland.

After the fire is put out, the crew takes on the tedious work

of clean-up: removing water with mops and buckets, picking up debris such as broken glass, and re-securing shattered windows.

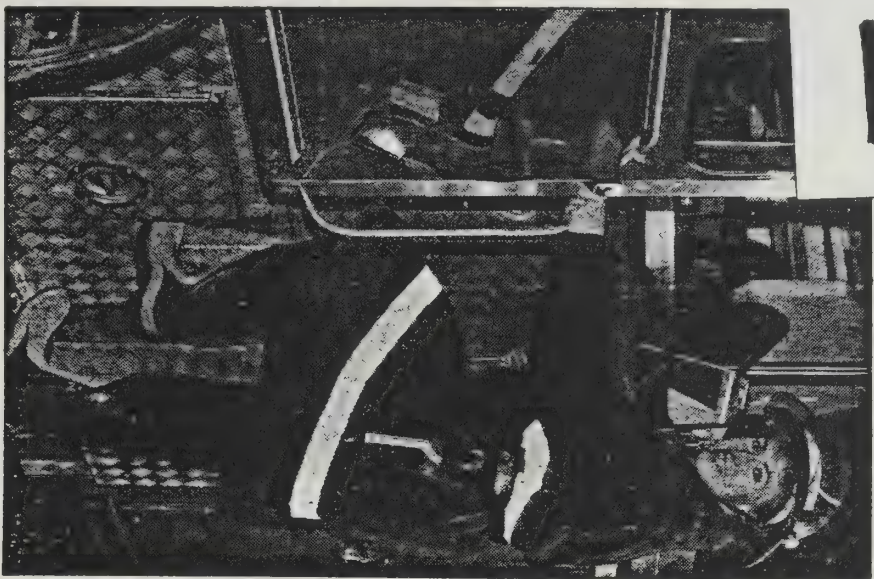
Oland says the testing required to become eligible for training as a Toronto firefighter is tough. In addition to an aptitude test, which focuses on basic math, English and "common sense questions about fire situations," would-be firefighters have to pass a medical evaluation, fitness assessment and physical abilities test.

Once selected for training, recruits attend the Toronto Fire Academy for six months of classroom and on-the-job training.

Marion Lagowski, a captain with the Toronto Fire Department who works on its career awareness program, says there has been a recent increase in interest among women in firefighting as a career.

In addition to Oland, she says another woman became a firefighter in Toronto last year and a third began training this past January. "We have role models now so when (people) actually see a woman in uniform, they say 'wow,'"

Oland, who is sometimes called "the lady fireman" by her co-workers, says "you feel good when you've done this job properly. It's nice to be able to help someone."



FRANK LEBRON/TORONTO STAR

**READY TO GO:** Dressed in her gear, Dianne Oland is ready for a call. She was the first woman firefighter to join the department in 1988.







FOR INFORMATION

16.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: John Johnston  
Commissioner of Human Resources

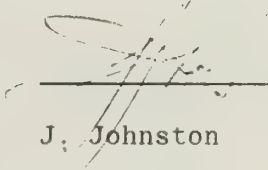
DATE: 1989 July 6  
COMM FILE:  
DEPT FILE: C-032-89

SUBJECT: Classification of City Solicitors

BACKGROUND:

The Personnel Committee at its meeting of 1989 May 24th requested the Commissioner of Human Resources to review the salary classifications of Solicitors in the City Solicitor's Department.

The Coordinating Committee at its meeting of 1989 June 29th requested the City & Regional C.A.O.'s to review the provision of legal services. I have held a report on the salary classifications in abeyance pending a decision on a consolidation of legal services between the City and Region.

  
\_\_\_\_\_  
J. Johnston







FOR INFORMATION

17.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

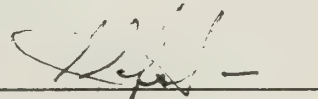
FROM: John Johnston  
Commissioner of Human Resources

DATE: 1989 July 6  
COMM FILE:  
DEPT FILE: C-031-89

SUBJECT: Workforce Survey - Women & Visible Minorities in the City of Hamilton  
Workforce

BACKGROUND:

The Personnel Committee at its meeting of Wednesday, 1989 May 24th requested a report on the status of visible minorities and women in the workforce. The most current data available was compiled in 1988 for the Mayor's Race Relations Committee and a copy of that report dated June 17, 1988 is attached.

  
J. Johnston



SECOND REPORT - WORKFORCE SURVEY  
for the  
Mayor's Race Relations Committee  
June 17, 1988



OPENING REMARKS

A report on the Workforce Survey was submitted to your Committee for their consideration.

At the meeting of March 11, 1988, several recommendations and comments were made and thus incorporated into a revised report.

Please note that the Survey was conducted for permanent employees of the City of Hamilton. It did not include Regional employees.

The revised report consists of tables and figures, with a brief explanation as to their content. It is basically an extension of the first report.

I submit the revised report for your perusal.



TABLE 1

THE CORPORATION OF THE CITY OF HAMILTON

EMPLOYEE DISTRIBUTION BY JOB GROUP

1987

<u>JOB GROUP</u>	<u>MALE</u>	<u>FEMALE</u>	<u>TOTAL</u>
Up/Middle Management	2.2%	1.4%	3.5%
Supervisory	4.4%	1.8%	6.3%
Foreman/Woman	3.1%	-	3.1%
Professional	1.8%	1.1%	2.9%
Clerical	2.1%	15.9%	18.0%
Service Worker	6.7%	3.1%	9.8%
Technical/ Semi-Pro	6.8%	1.6%	8.3%
Skilled Crafts	1.1%	-	1.1%
Semi-skilled	13.3%	0.4%	13.7%
Protective Services	10.6%	1.2%	21.8%
Manual Labourer	11.1%	0.2%	11.3%
TOTAL	73.2%	26.8%	100.0%

(2073 employees)



Table 1 - Employee Distribution by Job Groups

Column 1 - Job Group

This column indicates the 11 categories/job groups into which all permanent jobs were placed.

Column 2 - Male

This column indicates the number of male employees as a percentage of the total workforce by job group.

Column 3 - Female

This column indicates the number of female employees as a percentage of the total workforce by job group.

Column 4 - Total

This column indicates the total percentage of employees by job group.



TABLE 2  
THE CORPORATION OF THE CITY OF HAMILTON  
EMPLOYEE DISTRIBUTION & SALARY RANGES

1987

GROUP	Actual Numbers & % of Total		Example	Union	Salary Range
	M	Total % F			
Upper/Mid. Management (includes 59 positions)	45(2.2%)	28(1.4%) 3.6%	City Clerk Mgr. of Purchasing District Coordinator	N/U N/U N/U	\$63,686.48-74,989.2 \$54,122.64-63,686.4 \$38,861.35-43,959.4
Supervisory (includes 92 positions)	92(4.4%)	38(1.8%) 6.2%	Spvr. of Accounting Spvr. of Accts Payable Spvr. of Stores	N/U N/U N/U	\$43,145.96-50,862.2 \$32,604.00-38,364.5 \$30,321.72-35,755.7
Foreman/ Woman (includes 15 positions)	65(3.1%)	- 3.1%	Mtce. Foreman/Woman Foreman/Woman I,II,III Lead Hand	1041 1041 5	\$28,976.48-34,604.9 \$27,837.68-37,523.2 \$25,696.32
Professional (includes 19 positions)	37(1.8%)	23(1.1%) 2.9%	Traffic Planning Eng. Building Engineer Librarian I,II	N/U N/U 932	\$45,102.20-53,144.5 \$43,145.96-50,862.2 \$26,850.18-34,725.8
Clerical (includes 95 positions)	44(2.1%)	330(15.9%) 18.0%	Admin. Assistant I-IV (4) Stenographer I-IV (4) Clerk Typist I-III (3)	N/U 167 167	\$22,496.76-35,725.7 \$17,654.52-23,100.9 \$16,776.76-20,334.0
Service Worker (includes 40 positions)	139(6.7%)	65(3.1%) 9.8%	Caretaker Traffic Srvce Man I Maintenance Man I-III(3)	167 167 772	\$22,514.96 \$20,503.60-24,775.9 \$29,273.92-31,200.0
Technical/ Semi-Prof. (includes 55 positions)	140(6.8%)	33(1.6%) 8.4%	Building Inspector (2) Programmer I+II Draftsman I-III (3)	167 167 167	\$30,582.24-40,704.5 \$29,462.68-43,972.2 \$20,503.60-32,490.6
Skilled Craftsman (includes 5 positions)	23(1.1%)	- 1.1%	Machinist Welder Motor Mechanic	5 5 5	\$30,623.84 \$30,623.84 \$30,623.84
Semi-skilled (includes 41 positions)	275(13.3%)	9(0.4%) 13.7%	Sign Painter Dispatcher Truck Driver	167 167 5	\$22,804.60-26,784.6 \$22,225.32-24,639.6 \$25,515.36
Protective Services (includes 19 positions)	427(20.6%)	25(1.2%) 21.8%	Firefighter I Lifeguard I+II Security Guard	288 167 N/U	\$41,068.07 \$18,323.76-20,920.1 \$17,696.00
Manual Labourer (includes 6 positions)	231(11.1%)	4(0.2%) 11.3%	Rink Attendant Labourer	5 5	\$25,230.40 \$25,230.40
TOTAL	1518 (73.2%)	- 555 (26.8%) Total=2073			



Table 2 - Employee Distribution & Salary Ranges

Columns 1 - Group

This column indicates the 11 job groups along with some indication as to the number of different positions that fall within that job group.

Column 2 - Actual Numbers & Total

This column indicates the actual number of male and female employees by category and also as a percentage of the total workforce. The total percentage is also indicated.

Column 3 - Example

This column indicates examples of three positions from each group.

Column 4 - Union

This column indicates whether the position is union or non-union.

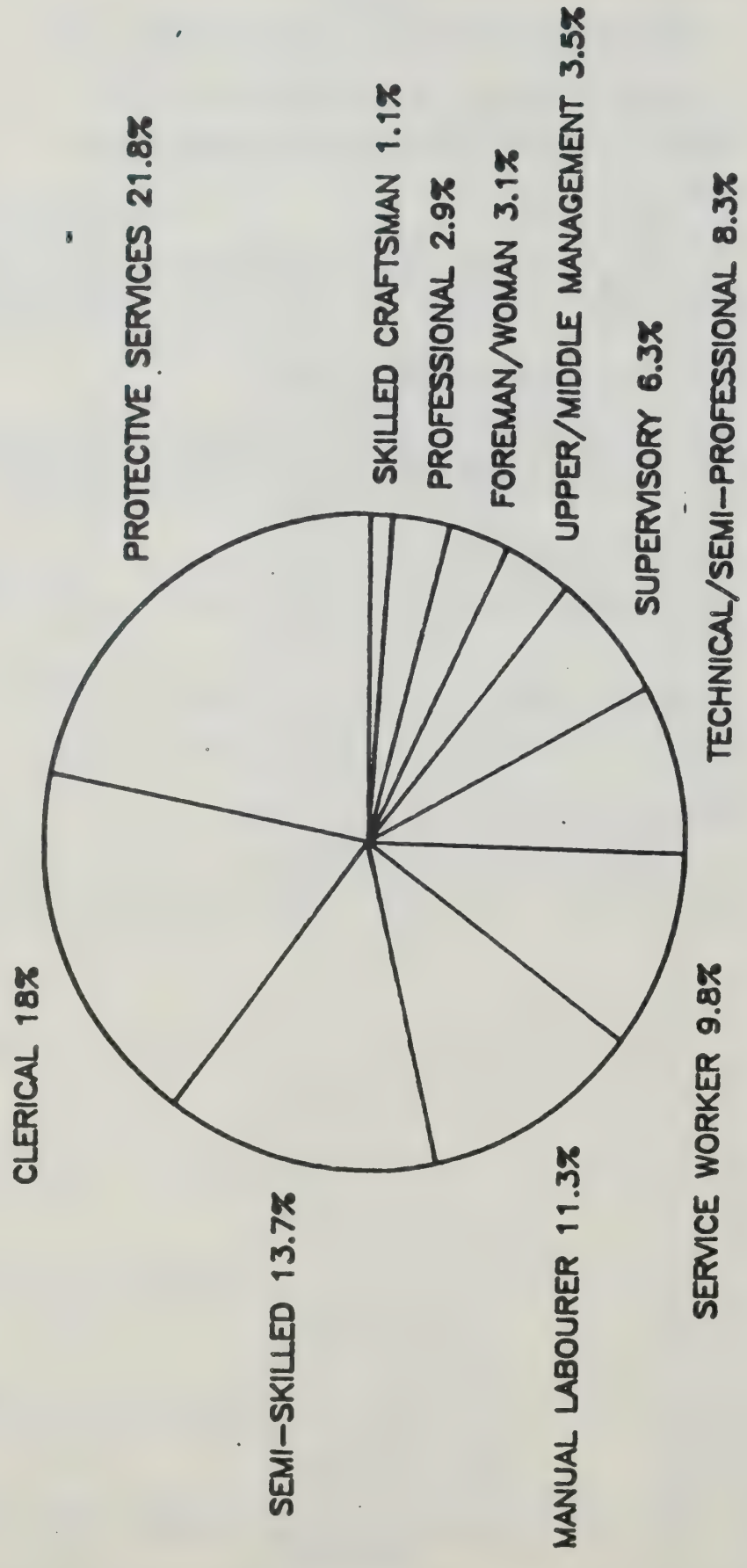
Column 5 - Salary Range

This column indicates the 1988 salary range or actual rate for each example. Other salary ranges are available upon request.



Figure 1

# CORPORATION OF THE CITY OF HAMILTON EMPLOYEE DISTRIBUTION BY MAJOR JOB GROUP 1987



TOTAL WORKFORCE = 2073 EMPLOYEES



Figure 1 -

Employee Distribution by Major Job Group - 1987

This chart illustrates the percentage of the total workforce that each job group represents.



THE CORPORATION OF THE CITY OF HAMILTON  
WORKFORCE SURVEY - 1987

GROUP	ACTUAL # %		DISTRIBUTED M F		RECEIVED M F		N/C	VISIBLE MINORITIES M RECEIVED F		% RETURN BY GROUP
Upper/Mid. Management (3.6% of total workforce)	45(2.2)	28(1.4)	41	27 (68)	34	22 (56)	-	2	1	82.4% (1986-82.2%)
Supervisory (6.2% of total workforce)	92(4.4)	38(1.8)	89	37 (126)	69	32 (101)	-	4	1	80.2% (1986-60.7%)
Foreman/ Woman (3.1% of total workforce)	65(3.1)	-	60	- (60)	46	- (46)	-	2	-	76.6% (1986-52.6%)
Professional (2.9% of total workforce)	37(1.8)	23(1.1)	35	18 (53)	22	17 (41)	2	2	-	77.4% (1986-7.1%)
Clerical (18% of total workforce)	44(2.1)	330(15.9)	42	313 (355)	29	258 (291)	4	-	10	82.0% (1986-38.7%)
Service Worker (9.8% of total workforce)	139(6.7)	65(3.1)	132	60 (192)	98	53 (152)	1	1	-	79.2% (1986-26.1%)
Technical/ Semi-Prof. (8.4% of total workforce)	140(6.8)	33(1.6)	138	31 (169)	97	26 (127)	4	4	3	75.1% (1986-37.3%)
Skilled Crafts (1.1% of total workforce)	23(1.1)	-	19	- (19)	13	- (13)	-	-	-	68.4% (1986-45.4%)
Semi-skilled (13.7% of total workforce)	275(13.3)	9(0.4)	260	9 (269)	155	4 (164)	5	3	-	61.0% (1986-20.5%)
Protective Services (21.8% of total workforce)	427(20.6)	25(1.2)	426	24 (450)	210	26 (248)	12	4	3	55.1% (1986-29.8%)
Manual Labourers (11.3% of total workforce)	231(11.1)	4(0.2)	216	4 (220)	151	4 (160)	5	7	-	72.7% (1986-18.7%)
TOTAL	1518 (73.2%)	555 (26.8%) Total=2073	1458	523 (1981)	924	442 (1399)	33	29	18	69.0% Male=63.4% Female=84.5%

Actual - Actual number of employees  
Distributed - Actual minus those employees on leave of absence, vacation, STD, LTD,  
Compensation, etc. (92)  
Received - Number of Surveys returned



Table 3 - Response Rate Calculation

Column 1 - Group

This column indicates the 11 categories/job groups and their percentage of the total workforce. (2073 employees)

Column 2 - Actual

This column indicates the actual (current) number of employees by group at the time the survey was conducted. It also states the number and percentage of male and female employees. This percentage was calculated as a percentage of the total workforce.

Column 3 - Distributed

This column indicates the actual number of employees who could have completed the survey less those on leave of absences, vacation, STD, LTD, Worker's Compensation etc. during the four month period that the survey was conducted. The total number distributed by group is indicated in brackets.

Column 4 - Received

This column indicates the number of survey responses received male & female, by group. The total number of responses by group is indicated in brackets.

Column 5 - Not Completed N/C

This column indicates the number of surveys that were returned either blank or not fully completed.

Column 6 - Visible Minorities Received

This column indicates the number of visible minority employees that responded as such, male & female. (The number of Visible Minorities Received is included in the Received Column).

Column 7 - Percentage Return by Group

This column indicates the percentage return by group. A comparison is made with the 1986 survey results. Total response rate for 1987 was 69%.



Figure 2

# CORPORATION OF THE CITY OF HAMILTON EMPLOYEE SURVEY RESULTS - 1987

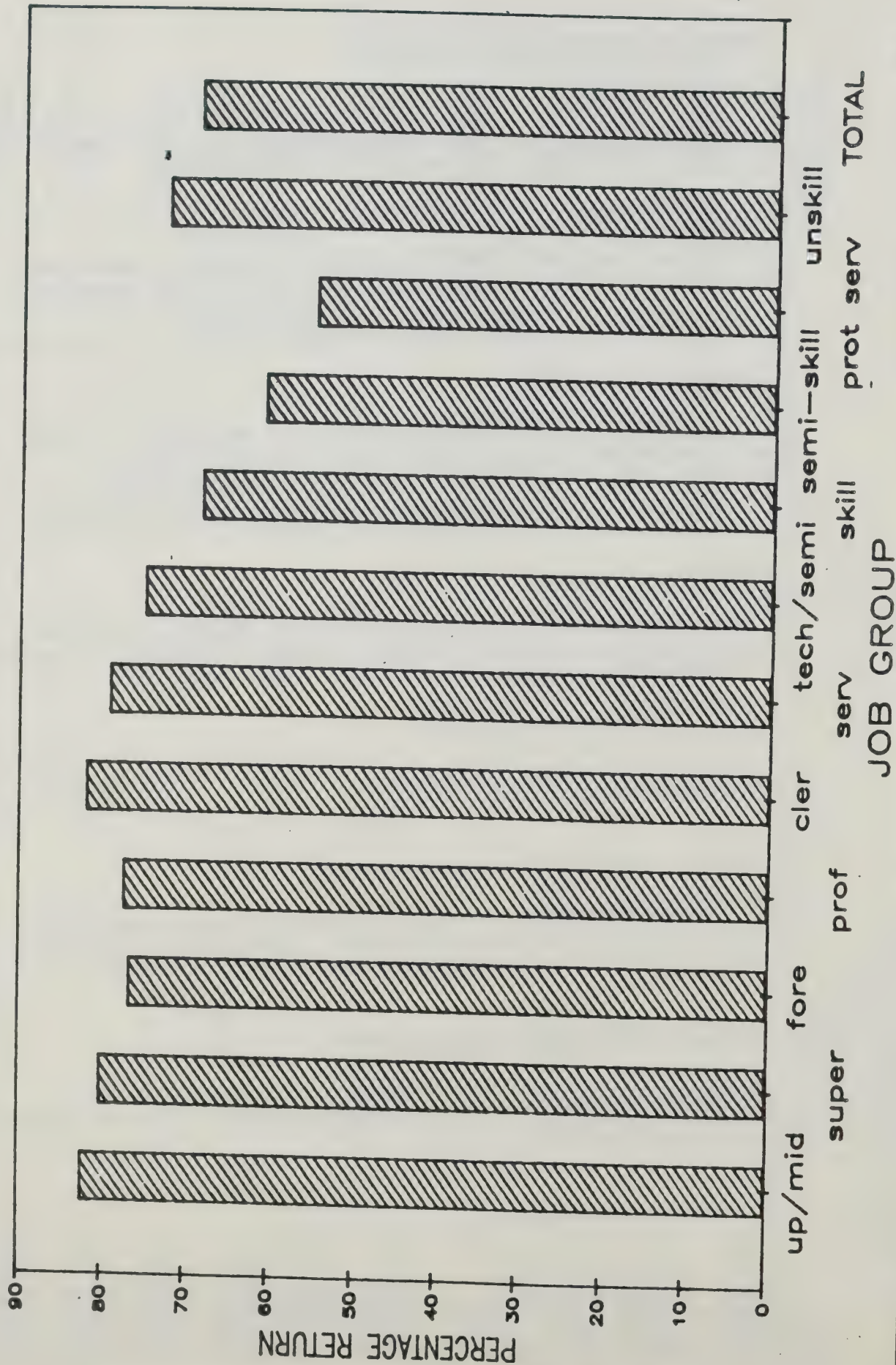




Figure 2

This chart illustrates the percentage of the survey returns by job group.



TABLE 4

## THE CORPORATION OF THE CITY OF HAMILTON

## VISIBLE MINORITY STATISTICS - 1987

ORIGIN	Up/Mid Mgmt M/F	Suprvy M/F	Foreman/ Woman M/F	Professe M/F	Circal M/F	Srvce Wrkr M/F	Tech/Semi- Professe M/F	Skilled Crfctman M/F	Semi- Skilled M/F	Protect Service M/F	Unskill Labour M/F	TOTAL M/F
White	92.9% 57.1/35.7	95.0% 64.4/30.7	91.3% 91.3/0	92.3% 51.3/41.0	96.5% 10.1/86.4	98.7% 63.6/35.1	92.7% 174.0/18.7	100% 100/0	95.6% 93.1/2.5	96.6% 86.4/10.2	92.3% 89.7/2.6	95.3% 64.4/30.7
Black	-	-	-	-	0.7% 0/0.7	-	1.6% 0.8/0.8	-	-	0.8% 0.4/0.4	0.6% 0.6/0	0.5% 0.2/0.3
East-Asian	1.8% 0/1.8	3.0% 3.0/0	-	2.6% 2.6/0	0.3% 0/0.3	-	-	-	-	-	-	0.4% 0.3/0.1
West-Asian	-	1.0% 1.0/0	-	-	0.3% 0/0.3	-	-	-	-	-	-	0.1% 0.1/0.1
Indo- Pakistani	1.8% 1.8/0	-	-	-	0.7% 0/0.7	-	-	-	-	0.4% 0/0.4	-	0.3% 0.1/0.2
Indonesian	-	-	-	-	0.3% 0/0.3	-	-	-	-	-	-	0.1% 0/0.1
American	-	-	-	-	0.3% 0/0.3	-	0.8% 0/0.8	-	-	0.4% 0.4/0	-	0.2% 0.1/0.1
Caribbean	-	-	2.2% 2.2/0	-	0.3% 0/0.3	-	0.8% 0.8/0	-	-	-	-	0.2% 0.1/0.1
Identified as Minor.	1.8% 1.8/0	1.0% 0/1.0	2.2% 2.2/0	2.6% 2.6/0	0.3% 0/0.3	0.7% 0.7/0	2.4% 1.6/0.8	-	1.9% 1.9/0	0.8% 0.8/0	3.9% 3.9/0	1.5% 1.2/0.2
IS. MINORITY TOTAL	5.4% 3.6/1.8	5.0% 4.0/1.0	4.3% 4.3/0	5.2% 5.2/0	3.5% 0/3.5	0.7% 0.7/0	5.6% 3.2/2.4	-	1.9% 1.9/0	2.5% 1.6/0.8	4.5% 4.5/0	3.4% 2.1/1.2
aboriginal	1.8% 0/1.8	-	4.3% 4.3/0	2.6% 0/2.6	-	0.7% 0.7/0	1.6% 1.6/0	-	2.5% 2.5/0	0.8% 0.8/0	3.2% 3.2/0	1.3% 1.2/0.1
GRAND TOTAL	7.1% 3.6/3.6	5.0% 4.0/1.0	8.7% 8.7/0	7.8% 5.2/2.6	3.5% 0/3.5	1.4% 1.4/0	7.3% 4.8/2.4	-	4.4% 4.4/0	3.4% 2.5/0.8	7.7% 7.7/0	4.7% 3.3/1.4



Table 4 Visible Minority Statistics

Column 1 - Origin

This column indicates Whites as well as selected visible minority groups (as per Federal Government Guidelines). Unidentified Visible Minorities refers to employees that indicated they were a visible minority but did not indicate the groups to which they belonged. Aboriginals, for purposes of clarity, are a separate group.

Columns 2 - 11

These columns represent the 11 categories/job groups used. It breaks down the percentage of employees that responded by origin and then as a percentage, male and female.

Columns 12 - Total

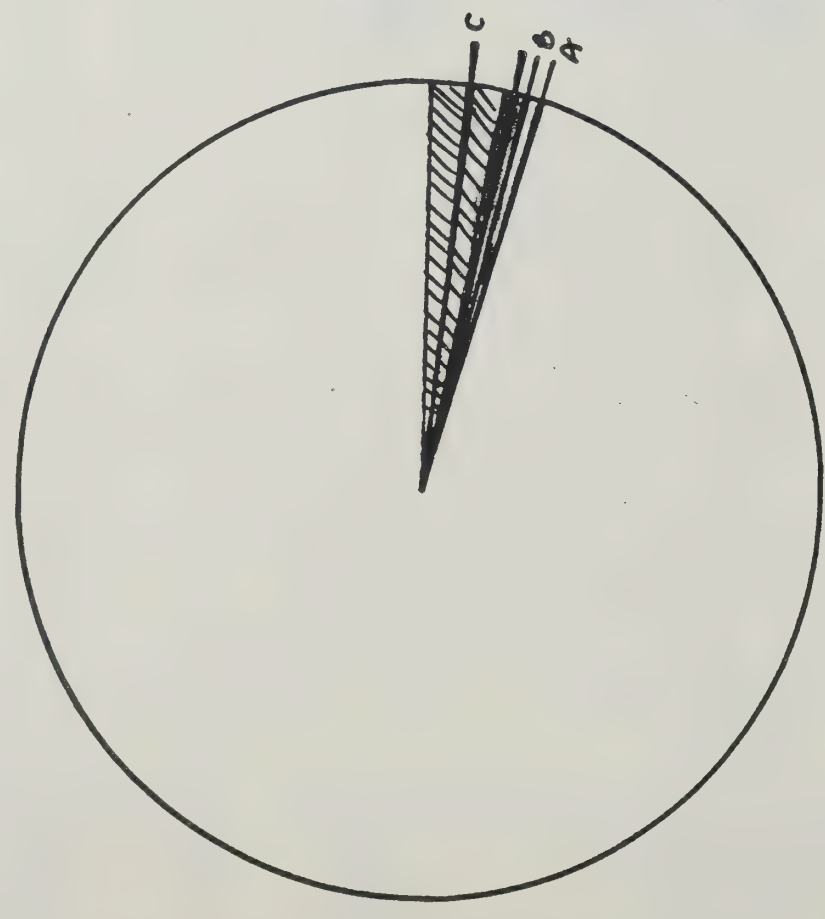
This column indicates the total percentage by origin and by job category/group. It also breaks down the percentage of employees that responded, male and female.

Total of Visible Minorities -	3.4%
Total of Aboriginals -	1.3%
GRAND TOTAL	4.7% (of responses)



FIGURE 3

# CORPORATION OF THE CITY OF HAMILTON VISIBLE MINORITY STATISTICS - 1987



## LEGEND

WHITE 95.4%

A WEST-ASIAN .1%

BLACK .5%

B INDONESIAN .1%

EAST-ASIAN .4%

SOUTH AMERICAN .2%

INDO-PAKISTANI .3%

ABORIGINAL 1.3%

C CARIBBEAN .2%

UNIDENTIFIED VISIBLE MINORITIES 1.5%

PERCENTAGE



Figure 3 - Page 8

This chart illustrates the percentage of visible minorities and aboriginals that responded to the survey.



TABLE 5

VISIBLE MINORITY STATISTICS1986 CENSUS (based on 20% sample data)

Ethnic Origin	Total #	% of All Visible Minorities & Aboriginal	% of Total CMA Pop'n. (557,029)
Armenian	575	3.0%	0.10
Iranian	200	1.0	0.04
Arabian	665	3.4	0.12
Egyptian	55	0.3	0.01
Lebanese	130	0.7	0.02
East Indian	3650	19.4	0.67
Pakistani	505	2.6	0.09
Punjabi	155	0.8	0.03
Chinese	3710	19.2	0.67
Japanese	815	4.2	0.15
Korean	560	2.9	0.10
Filipino	1285	6.6	0.23
Cambodian	160	0.8	0.03
Vietnamese	795	4.1	0.14
Other Latin/Central South American	305	1.6	0.05
Haitian	5	0.03	0.001
Jamaican	205	1.1	0.04
Other West Indian	495	2.6	0.09
Black	3155	16.3	0.57
<b>TOTAL VISIBLE MINORITIES</b>	<b>17525</b>	<b>90.7</b>	<b>3.15%</b>
Inuit	30	0.2	0.005
Metis	125	0.6	0.02
N. American Indian	1650	8.5	0.30
<b>GRAND TOTAL</b>	<b>19330</b>	<b>100.0%</b>	<b>3.47</b>

\*CMA- includes Burlington, Grimsby, Hamilton-Wentworth Region



Table 5 Visible Minority Statistics-Based on 1986 Census-20% sample data

Column 1 - Ethnic Origin

This column indicates Visible Minority and Aboriginal groups taken in part from the Selected Ethnic origins contained in the 1986 Census. Those not included in our listing would be groups that are not considered visible minorities.

Column 2 - Total Number

Total number of people for that particular ethnic origin based on 1986 census - 20% sample data.

Column 3 - Percentage of all Visible Minorities & Aboriginal

Percentage of that particular ethnic origin compared to all Visible Minorities and Aboriginal listed.

Column 4 - Percentage of Total CMA

Percentage of that particular ethnic origin compared to total CMA (557,029) (CMA includes Burlington, Grimsby and Hamilton-Wentworth Region). CMA - Census Metropolitan Area



Comparison With Other Municipalities - Workforce Survey

Several surrounding municipalities were contacted for comparison. To date, I have received two replies. (City of North York and the Borough of East York).

For your information, please note that surveys of this type were usually conducted by Manager identification.

City of North York - 1986 Workforce Survey (8 categories/job groups)

The survey was conducted by Manager identification and took 4 months to complete.

Permanent staff - 1986 - 2,375

Occupational Categories - 31.7% Outside/Manual

20.0% Fire

17.6% Semi Professional/Technical

14.0% Administration

11.5% Clerical/Secretarial

5.2% Middle & Senior Managers & Professionals

Women represent 21.0% of the workforce.

Disabled persons represent 2.9% of the workforce.

Visible Minority groups represent 3.9% of the workforce.

Actual number 93 includes 37 females.

Visible Minority Groups By Occupational Categories

Professionals - 13 employees	28.3% of that category
Clerical - 23 employees	8.5% of that category
Semi/Professional & Technical	6.2% of that category
Outside/Manual - 21 employees	2.8% of that category
Senior Managerial	3.8% of that category
Administration	2.1% of that category
Middle Management	1.9% of that category
Fire.	0.2% of that category

No comparison was made with external data.

The full report is available upon request.



Borough of East York-1985 Workforce Survey (11 categories/job groups)

The survey was conducted by mailing out confidential update sheets to all employees. 21% of the forms were returned. Study forms were also forwarded to each department.

Permanent staff - 441

Occupational Categories - Unskilled Manual  
Semi-skilled Manual  
Skilled Manual  
Unskilled Clerical  
Semi-skilled Clerical  
Skilled Clerical  
Junior Technical  
Senior Technical  
Lower Management  
Middle Management  
Upper Management

White ethnic employees represent 14% of the total workforce. 70% of the white ethnic employees were employed in all three of the manual categories.

Non-white ethnic origin represents 2.4% of the total workforce. Highest percentage of non-white ethnic employees employed in skilled manual positions.

External Data

All external data was based on the 1981 census for the Metropolitan Toronto area.

East York Population (101,974) Based on 20% Sample Data)

English 71%  
Greek, Italian & Chinese 13% (other 29% - 10 different origins)  
French & German - 3%



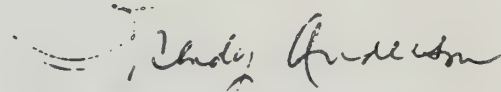
Summary

The foregoing report has been amended to include your Committee's comments and recommendations.

It is anticipated that your Committee will accept this Report as it currently exists and that once accepted, copies of the survey results will be forwarded to all permanent employees.

Thank you for assisting me in making this report as thorough and concise as possible.

Yours truly,

A handwritten signature in cursive script, appearing to read "Wendy Anderson", with a long horizontal flourish extending to the left.

Wendy Anderson  
Employment Equity Co-ordinator



FOR INFORMATION

18.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: John Johnston  
Commissioner of Human Resources

DATE: 1989 July 13

COMM FILE:

DEPT FILE: C-033-89

SUBJECT: Status of Visible Minorities and Women in the Workforce  
- Human Resources Centre

BACKGROUND:

The Personnel Committee at its meeting held on Wednesday, March 22, 1989, approved the following:

That the Human Resources Centre be directed to prepare a report to include:

- a) The present composition of Human Resource personnel with regard to visible minority status.
- b) Plans in terms of goals and timetables (not quotas) for hiring, promoting and training visible minorities within the Human Resources Centre.
- c) Efforts the Human Resources Centre is making to ensure that the composition of the departmental workforce is representative of the community.

It was initially perceived that the focus of this report was to be the entire City of Hamilton workforce, but the Mayor's Race Relations Committee has stated that it intends to request similar reports on a department by department basis. Following is a statistical breakdown of the Human Resources Centre as well as details of proactive initiatives being taken by the Department in the area of Employment Equity.

Figure 1 shows that 3 out of the total 45 employees hold visible minority status. Two of these are in the Professional category and one is a Clerical position. This represents 6.7% of the departmental workforce, a figure above the visible minority composition of the Hamilton community. Additionally the one student hired for the summer holds visible minority status.



Figure 2 shows that 39 out of the total 45 employees are women. This represents 86.7% of the departmental workforce and they are spread out amongst all job groups.

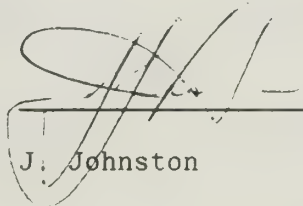
The statistics clearly show that the Human Resources Centre has a favourable composition of visible minorities and is representative of the community. In order to ensure that this trend continues, a number of proactive initiatives have been undertaken in the area of Employment Equity.

- a) The overall philosophy of the Department with regards to hiring and promotion stresses skill and experience over educational background. In this way a person is judged more favourably for the relevant job skills they may bring to the position.
- b) In 1986, a voluntary "Applicant Tracking Form" was put into place as approved by the Ontario Human Rights Commission. This confidential form asks all job applicants to state whether they are Male/Female, a Native person, a visible minority or disabled. Statistics are kept to track this information.
- c) All forms used for hiring/promoting purposes have been reviewed to ensure that they don't contain any discriminatory references. These include:
  - i) application forms
  - ii) internal & external job postings
  - iii) applicant referral/requisition forms
  - iv) interview forms
  - v) public job advertisements
- d) In-House training seminars are directed at Supervisory/Management levels on the following:
  - i) Interviewing Skills - A two-day seminar in which 1/2 day is spent on Human Rights and how it affects interviews and another 1/2 day is spent on hiring the disabled.
  - ii) Harassment - A one-day seminar dealing with harassment in the workplace to make everyone more aware and sensitive to Human Rights issues with regards to hiring, discipline and everyday work procedures.
- e) All employees are given the opportunity for personal counselling on a variety of issues such as career development, harassment, etc. An Employment Equity Coordinator is available to meet the needs of any employee who encounters a problem in this area.



f) Workforce Surveys have been conducted for both City and Regional workforces. The latest results indicate visible minority representations of 4.7% and 6.1% for the City and Region respectively. The Human Resources Centre has also been instrumental in helping the Fire Department establish a Race Relations Program.

As can be seen, the Human Resources Centre has made considerable effort to ensure that our policies and procedures are in line with Human Rights and Race Relations issues. We are proud that our workforce is representative of the ethnic community and that we are making great strides in better serving the community in which we live.



---

J. Johnston



**HUMAN RESOURCES CENTRE  
FIGURE 1: VISIBLE MINORITY STATISTICS 1989**

ORIGIN	Up/Mid Mgmt	Sup	Pro	Clrc	Semi- Profess	TOTAL
Non-Visible Min	5	6	2	23	6	42
Aboriginal				1		1
Black			1			1
Carribean						0
East-Asian						0
Indonesian						0
Indo-Pakistani			1			1
S-E Asian						0
West Asian/Arab						0
Unidentified						0
Other						0
TOTAL VM	0	0	2	1	0	3
Percent VM	0.0%	0.0%	50.0%	4.2%	0.0%	6.7%

**FIGURE 2: HUMAN RESOURCES CENTRE  
MALE/FEMALE DISTRIBUTION 1989**

JOB GROUP	MALE	FEMALE
Up/Mid	1	4
Super	1	5
Profess	3	1
Clerical	1	23
Semi-Pro	0	6
TOTAL	6	39
PERCENT	13.3%	86.7%



19.

LIST OF OUTSTANDING COMMITTEE ITEMSPERSONNEL COMMITTEE

<u>ITEM</u>	<u>ORIGINAL DATE</u>	<u>ACTION</u>	<u>STATUS</u>
Establishing Procedure for Exit Interviews	1988 June 22	Commissioner of Human Resources	Pending Report
Child Care for Regional and City Employees	1989 January 26	Alderman Christopherson	Pending Report
Firefighters Report	1988 November 23	Fire Chief and Commissioner of Human Resources	Pending Report
Review and presentation to Committee of Department Policies and Procedures	1988 December 20 (Chairman)	Commissioner of Human Resources	Pending Report
		Fire Chief	Pending Report
		City Solicitor	Pending Report
Tour of Fire Stations	1989 January 25	Chief Saltmarsh Committee Secretary	Tour to be arranged for Fall 1989
Presentation on Employment Equity	1989 February 22	Speaker - To be determined	For a future meeting
Details on cost charged for water rates for fire hydrants	1989 February 22	City Treasurer	Pending Report
Report on visible minority status within the Corporation - clarified by Committee on 1989 May 24 as entire Corporation not just the Human Resources Department	1989 March 22	Commissioner of Human Resources	Pending Report







Discussion on using commemorative names on Fire Stations instead of current numbering system.	1989 May 24 & 1989 June 21	Fire Chief	Pending Report
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Report on the current status of Litigation services in the City Solicitor's Office.	1989 May 24 & 1989 June 21	C.A.O.	Pending Report
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Reclassifications - Solicitor's - City Solicitor's Office	1989 May 24	Commissioner of Human Resources	Pending Report
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E. A. SIMPSON  
CITY CLERK

K. E. AVERY  
DEPUTY CITY CLERK



CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

## THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 June 16th

### NOTICE OF MEETING

Personnel Committee  
Wednesday, 1989 June 21st  
9:30 o'clock a.m.  
Room 233, City Hall

SKR:dbm

HAMILTON PUBLIC LIBRARY

JUN 30 1989

GOVERNMENT DOCUMENTS

*for: Susan K. Reeder*  
Susan K. Reeder  
Secretary

### A G E N D A

1. Chairman's Remarks
2. Minutes of the meetings held Friday, 1989 May 19, Tuesday, 1989 May 23, Wednesday, 1989 May 24.

### ALDERMAN D. AGOSTINO

3. Use of commemorative names for Fire Stations instead of the current numbering system.

### MANAGER OF PURCHASING

4. Supply and delivery of fatigue uniforms, Hamilton Fire Department.
5. Purchase of one (1) 1989 Four Door-Sedan, Hamilton Fire Department.

### CITY TREASURER

6. Final Release of Holdback - Construction of Fire Station No. 5 - Upper Ottawa Street.

I







COMMISSIONER OF HUMAN RESOURCES

7. Reclassification of Project Maintenance Engineer position in the Public Works Department.
8. Fees - City Doctor.
9. Pay Grade assignment for the Assistant to the General Manager - Non-Profit Housing, Community Development Department.
10. Appointments to and Terminations from Permanent Positions with the Corporation to 1989 June 6.

INFORMATION ITEMS

11. Correspondence - Secretary, Hamilton Professional Fire Fighters Association.
12. Fire Chief Saltmarsh - Hamilton Fire Department 1988 Annual Report.
13. Chief Administrative Officer - Performance Management.
14. Chief Administrative Officer - Current Status of Litigation Services in the City Solicitor's Office.
15. Commissioner of Human Resources - Salary ranges for Stenographers in the City of Hamilton Solicitor's Department and Secretaries in the Regional Municipality of Hamilton-Wentworth's Legal Services Department.
16. City Solicitor's Office - Resignation - Stenographer I.
17. List of Outstanding Committee Items.
18. Other Business.

IN-CAMERA AGENDA

- A. Minutes of the In-Camera Meeting held Wednesday, 1989 May 24th.
  - B. List of Outstanding In-Camera Committee Items.
- 
19. Adjournment.







Friday, 1989 May 19  
4:00 o'clock p.m.  
Room 233, City Hall

2.

A Special meeting of the Personnel Committee was held.

There were present: Alderman B. Hinkley, Chairman  
Alderman T. Jackson, Vice-Chairman  
Mayor Robert M. Morrow  
Alderman T. Murray  
Alderman D. Christopherson  
Alderman D. Agostino

Regrets: Alderman T. Cooke - Vacation  
Alderman J. Gallagher

Also present: Alderman J. Smith  
Alderman M. Kiss  
Alderman D. Drury  
Alderman D. Ross  
Alderman G. Copps  
Alderman W. McCulloch  
Mr. L. Sage, Chief Administrative Officer  
Mr. M. Carson, Regional Chief Administrative Officer  
Mr. J. Pavelka, Director of Public Works  
Mr. B. Sugden, Director of Culture and Recreation  
Mr. D. Lobo, Public Works Department  
Mr. J. Johnson, Manager of Labour Relations  
Mrs. A. Holmes, Supervisor of Labour Relations  
Mrs. Susan K. Reeder, Secretary

Moved by Mayor Morrow, seconded by Alderman Jackson and CARRIED:

That Rule 2(4) of the City of Hamilton Procedural By-law No. 82-203 respecting Notice of Meeting be herewith suspended for this Special meeting of the Personnel Committee.

The Committee then moved to go IN-CAMERA to discuss Contract Negotiations.

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN  
PERSONNEL COMMITTEE

Susan K. Reeder  
Secretary  
1989 May 19

Contract  
Negotiations.

Adjournment.







Tuesday, 1989 May 23  
6:00 o'clock p.m.  
Room 233, City Hall

A Special meeting of the City's Personnel Committee was held.

There were present: Alderman B. Hinkley, Chairman  
Alderman T. Jackson, Vice-Chairman  
Mayor Robert M. Morrow  
Alderman T. Cooke  
Alderman V. Agro  
Alderman D. Agostino  
Alderman J. Gallagher  
Alderman T. Murray

Regrets: Alderman D. Christopherson

Also present: Alderman J. Smith  
Alderman M. Kiss  
Alderman D. Ross  
Alderman H. Merling  
Alderman G. Copps  
Alderman D. Drury  
Alderman W. McCulloch  
Alderman F. Lombardo  
Mr. L. Sage, Chief Administrative Officer  
Mrs. C. Lowe, Commissioner of Human Resources  
Mr. E. A. Simpson, City Clerk  
Mr. J. Johnson, Manager of Labour Relations  
Mrs. D. Jones, Human Resources  
Mrs. A. Holmes, Supervisor of Labour Relations  
Mrs. Suzie O'Hoski, Human Resources  
Mr. D. Lobo, Public Works  
Mr. B. Sugden, Director of Culture and Recreation  
Mrs. Susan K. Reeder, Secretary

Moved by Alderman Gallagher, seconded by Alderman Agostino and carried to move IN-CAMERA to discuss a matter of a Private and Confidential nature.

IN CAMERA.

The Committee then moved out of IN-CAMERA session and into regular session and APPROVED the following recommendation:

That the Memorandum of Agreement between the Corporation of the City of Hamilton and C.U.P.E. Local 5, dated 1989 May 21, BE APPROVED AND IMPLEMENTED in accordance with the terms therein.

Memorandum of Agreement - C.U.P.E. Local 5.

NOTE: A Memorandum of Agreement has been negotiated with C.U.P.E. Local 5.

The Agreement is for a term of two years and the monetary terms of settlement are as follows:

Jan. 16/89	July 1/89	*Aug. 1/89	Jan. 16/90	July 1/90
4.0%	3.0%	1.0%	4.0%	1.0%

\*1989 August 1, interim job evaluation salary adjustments/cents per hour (see below)

D17	D17a	D15	D14	D12	D11	D10	D9	D8a	D8	D7	D6	D5
.236	.236	.224	.211	.199	.186	.174	.162	.149	.149	.137	.124	.100

In addition, there are benefit changes in the dental, vision care, chiropractor, mileage and vacation areas. A number of significant concerns regarding non-monetary issues have also been addressed.



The Personnel Committee

- 2 -

Tuesday, 1989 May 23

Adjournment.

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN  
PERSONNEL COMMITTEE

Susan K. Reeder  
Secretary  
1989 May 23



Wednesday, 1989 May 24  
9:30 o'clock a.m.  
Room 233, City Hall

The Personnel Committee met.

There were present: Alderman B. Hinkley, Chairman  
Alderman T. Jackson, Vice-Chairman  
Alderman T. Murray  
Alderman D. Agostino  
Alderman D. Christopherson  
Alderman V. Agro

Regrets: Mayor Robert M. Morrow  
Alderman J. Gallagher  
Alderman T. Cooke

Also present: Mr. L. Sage, Chief Administrative Officer  
Chief Saltmarsh, Fire Department  
Mrs. C. Lowe, Commissioner of Human Resources  
Mr. J. Johnson, Manager of Labour Relations  
Mrs. D. Jones, Human Resources  
Mr. J. Pavelka, Director of Public Works  
Mr. R. Bowman, Firefighters' Association  
Mr. P. Hooker, City Solicitor's Office  
Mrs. Susan K. Reeder, Secretary

The Chairman read a verse entitled "What is a Tax Payer".

The Committee was in receipt of the minutes of their meetings held Tuesday, 1989 April 18; Wednesday, 1989 April 19, Thursday, 1989 May 4 and Tuesday, 1989 May 16.

The Committee agreed to APPROVE these minutes.

The Committee was in receipt of an Information Report from the Chief Administrative Officer dated 1989 May 10 respecting Firefighter Bunker Suits. The Committee agreed to RECEIVE this Information Report.

The Committee was also in receipt of a report from the Manager of Purchasing dated 1989 May 2 regarding the Purchase of Firefighter Bunker Suits.

The Committee then APPROVED the following:

That a purchase order BE ISSUED to Starfield Safety Wear Manufacturing Co., Toronto in the amount of \$291,200., Provincial Sales Tax extra at 8%, for the supply and delivery of 325 Fire Fighter Bunker Suits in accordance with specifications issued by the Manager of Purchasing and Vendor's proposal.

NOTE: Lowest acceptable of four (4) proposals received. Funds provided in Protective Clothing Account #56116 48001. Additional funding to be provided by City Treasurer.

The Committee was in receipt of a report from the Fire Chief dated 1989 May 3 respecting Fire Station Construction - Upper Wellington Street near Stone Church Road.

Discussion ensued on this matter and Alderman Agostino asked whether discussion could ensue at a future meeting of the Committee on the possibility of having commemorative names assigned to Fire Stations rather the current numbering system. It was agreed that this matter would be considered for discussion at a future meeting.

The Committee then APPROVED the following:

- (a) That the Personnel Committee recommend to the Co-Ordinating Committee that the construction of the Fire Station at Upper Wellington Street near Stone Church Road included in the 1989 - 1993 Capital Budget be proceeded with at an estimated cost of \$1,400,000., and,

"What is a Tax Payer".  
Minutes - 1989 April 18, 1989 April 19, 1989 May 4 and 1989 May 16.

Firefighter Bunker Suits.

Fire Station Construction - Upper Wellington near Stone Church Road.

Commemorative names for Fire Stations.



- (b) That the Co-Ordinating Committee be requested to recommend the method of financing for this project; and,
- (c) That the Director of Property be authorized and directed to engage the services of a Consultant Architect to proceed with the design of this Fire Station.

Litigation - Payment  
to Ross & McBride.

The Committee was in receipt of a report from the City Solicitor dated 1989 April 21 respecting City Litigation Files - Payment to Ross & McBride for professional services for the month of 1989 March.

Update on City  
Litigation Services.

Discussion ensued on the situation in the Solicitor's Office with respect to Litigation Services. The Chief Administrative Officer indicated that he would prepare a report for the Committee's perusal on the situation in the Solicitor's Office with respect to Litigation Services. The Committee agreed that this should be done and TABLED this to the next meeting.

The Committee then APPROVED the following recommendation:

That the account of Ross & McBride, Barristers & Solicitors, dated 1989 March 31, in the amount of \$33,505.93 BE APPROVED.

NOTE: This account covers their litigation services for the City of Hamilton for the month of 1989 March.

Pay grade  
assignment -  
Treasury Department.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 May 11 respecting Pay Grade Assignments for Non-union Positions in the Treasury Department.

The Committee APPROVED the following:

That the pay grade of the following non-union position in the Treasury Department BE APPROVED:

<u>Position</u> <u>Title</u>	<u>Function</u>	<u>Grade</u>	<u>Range</u>
Accountant- Housing	Financial administration of the Hamilton Housing Company Ltd. and the Municipal Non-Profit (Hamilton) Housing Corporation.	L	\$36,805.08- \$43,340.44

NOTE: Funding accommodated within the 1989 budget.

This position arose as a result of a re-organization in the Treasury Department.

Senior Project  
Manager - Architect's  
Division, Property  
Dept.  
Bridge across King  
Street.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 May 11 respecting Senior Project Manager - Architect's Division of the Property Department.

Some discussion ensued on the existing bridge across King Street and the condition of that bridge with respect to the work being done by the Architect's Division on this bridge.

The Committee then APPROVED the following:



That the salary classification for the following non-union position in the Architect's Division of the Property Department BE APPROVED:

<u>Position</u> <u>Title</u>	<u>Function</u>	<u>Grade</u>	<u>Range</u>
Senior Project Manager	To provide services in project management, architectural design and technology in support of the City of Hamilton's and other capital construction programs.	I	\$45,102-\$53,144

NOTE: The request for this position was included in the proposed 1989 budget and approved by City Council on 1989 March 23.

This position was created and approved in response to a request by the Board of Directors for the Municipal Non-Profit Housing Corporation to purchase the services of the Architectural Division.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 May 8 respecting Appointments to and Terminations from permanent positions with the Corporation of the City of Hamilton to 1989 May 10.

Appointments and Terminations to 1989 May 10.

The Committee APPROVED the following:

That the Appointments to and Terminations from permanent positions with the Corporation of the City of Hamilton to 1989 May 10, as attached herewith and marked APPENDIX "A", BE APPROVED.

The Committee was in receipt of a memorandum from Alderman D. Christopherson dated 1989 May 19 respecting the Feasibility of Establishing a Daycare for Regional and City employees.

Feasibility of Establishing a Daycare for Regional and City Employees.

The Committee APPROVED the following:

That Regional Council BE REQUESTED to give approval to having Regional employees included in a Workplace Daycare Needs Survey being conducted by Alderman D. Christopherson as part of an investigation on the feasibility of establishing a child care facility for Regional and City employees.

The Committee was in receipt of an Information Report from the Commissioner of Human Resources dated 1989 May 8 respecting Memorandum of Agreement - C.U.P.E. Local 167. Mr. J. Johnson, Manager of Labour Relations outlined this report and the Committee agreed to RECEIVE same.

Memorandum of Agreement - C.U.P.E. Local 167.

The Committee was in receipt of a report from the City Solicitor dated 1989 April 20 respecting City Litigation Files - Payment to Ross & McBride for Professional Services rendered with respect to City at Vella and City at Garside Files Accounts dated 1988 August 22 and 1989 March 15.

Payment of Account to Ross & McBride.

The Committee agreed to RECEIVE this Information Report.

The Committee was in receipt of a memorandum from the City Solicitor dated 1989 May 11 respecting Re-classifications - Legal Department.

Reclassifications - Solicitors - City Solicitor's Dept.

The Committee was also in receipt of an Added Action Report from the City Solicitor dated 1989 May 17 regarding Re-classifications Legal Department.

Considerable discussion ensued on this matter by the Committee and reference was made to action being taken by the Co-Ordinating Committee with respect to Structure of the City Solicitor's Office and Possible Amalgamation of City and Regional Solicitors Offices.



The Committee then agreed TO REFER this matter to the Commissioner of Human Resources for a report.

NOTE: Alderman Agostino opposed.

The Committee was in receipt of a memorandum from Alderman B. Hinkley, Chairman of the Personnel Committee and Alderman T. Jackson, Vice-Chairman of the Personnel Committee to the Commissioner of Human Resources respecting Different Salary Scales for City Solicitor's Secretaries vis-a-vis Regional Solicitor's Secretaries.

The Committee AGREED that this matter should be added to the List of Outstanding Committee Items since the Commissioner of Human Resources is undertaking a review of this matter and will report back.

The Committee was in receipt of the List of Outstanding Committee Items and some discussion ensued on one of the Items respecting the Report on Visible Minority Status within the Corporation as requested by the Mayor's Race Relations Committee.

The Commissioner of Human Resources advised the Committee that there was some misunderstanding on the intent of the report. She indicated her interpretation was that the request was for an Analysis of the Status of Visible Minorities within the entire Corporation. She since has learned that the intent of the Mayor's Race Relations Committee was for a Report on the Status of Visible Minorities within the Human Resources Department.

Some discussion ensued on this matter by the Committee and the Committee AGREED that the report being done by the Commissioner of Human Resources on this matter should include the entire Corporation. It was also AGREED that a letter be sent to the Mayor's Race Relations Committee clarifying that this is the direction given to the Commissioner of Human Resources on this matter.

Fire Chief Saltmarsh spoke to the Committee on the Tour of Fire Stations and it was AGREED by the Committee that a date for this Tour should be set for some time in July and that the Fire Chief and Secretary work on a suitable date for this Tour and that once the date has been determined that a poll be done.

The Committee then moved into IN-CAMERA session to discuss matters of a Private and Confidential nature.

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN  
PERSONNEL COMMITTEE

Susan K. Reeder  
Secretary  
1989 May 24

Different Salary  
Scales for City  
Solicitor's  
Secretaries vs.  
Regional Solicitor's  
Secretaries.

Outstanding  
Committee Items.

Report on  
Visible  
Minority Status  
in the Corporation.

Tour of Fire  
Stations.

IN CAMERA Meeting.

Adjournment.



Corporation of the City of Ha  
Memorandum

3

\*\*\*\*\*

TO: Alderman B. Hinkley, Chairman  
and Members,  
Personnel Committee

YOUR FILE:

FROM: Mrs. Susan K. Reeder, Secretary  
Personnel Committee

OUR FILE:  
PHONE:

SUBJECT: Use of Commemorative Names for  
Fire Stations instead of the  
Current numbering system.

DATE: 1989 May 29

As agreed the above-noted item is placed before the Personnel Committee at its meeting to be held Wednesday, 1989 June 21 for discussion purposes.

Members of the Committee will recall that this item was raised by Alderman Agostino and the Committee agreed that this matter BE REFERRED to the June meeting for discussion.

*Diane McQuinn  
for: Susan K. Reeder*

SKR:dbm







FOR ACTION

4.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

DATE: 1989 May 25  
COMM FILE:  
DEPT FILE: T10-8-89

MAY 26 1989

SUBJECT: SUPPLY AND DELIVERY OF FATIGUE UNIFORMS, HAMILTON FIRE DEPARTMENT

RECOMMENDATION:

That a purchase order be issued to Anchor Textiles, Toronto, for the supply and delivery of Fatigue Uniforms for the Hamilton Fire Department, as and when required during 1989, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender as follows:

Short Sleeve Shirts	\$ 9.30 each
Uniform Trousers	13.25
Unlined Uniform Jackets	21.00

Provincial sales tax extra at 8%

NOTE: Lowest of five (5) tenders received. Funds provided in Uniforms, Clothing, Etc. Account #CH56104 48001.

  
T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

BACKGROUND: - Tender Analysis

	<u>SHIRTS</u>	<u>TROUSERS</u>	<u>JACKETS</u>
Anchor Textiles, Toronto	\$ 9.30	\$13.25	\$21.00
R. Nicholls Dist., Mississauga	10.23	16.95	24.60
Starfield Safetywear, Toronto	11.45	15.10	22.78
J.P. Hammill, Guelph	13.50	14.50	17.50
Bradshaw-Stradwick, Welland	14.73	15.92	17.34

Provincial sales tax extra at 8%







FOR ACTION

5.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

DATE: 1989 June 6  
COMM FILE:  
DEPT FILE: T10-9-89

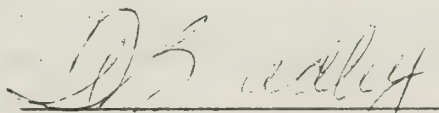
JUN 1989

SUBJECT: PURCHASE OF ONE (1) 1989 FOUR DOOR SEDAN, HAMILTON FIRE DEPARTMENT

RECOMMENDATION:

That a purchase order be issued to Steel City Chrysler, Burlington, in the amount of \$10,420.92 for the purchase of One (1) 1989 Four Door Sedan, Hamilton Fire Department, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

NOTE: Lowest of seven (7) tenders received. Funds provided in Automotive Equipment-Vehicles Account CH58002 48015.

  
T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

BACKGROUND: Tender Analysis

Steel City Chrysler, Burlington	\$10,420.92
Johnston Motor Sales, Hamilton	11,025.72
Robert Slessor Pontiac Buick, Grimsby	11,201.52
Snowdon Ford Sales, Burlington	11,371.32
Maurice Carter Chev Olds, Hamilton	11,416.76
Holland Chev Olds, Burlington	11,657.23
Nethercott Chev Olds, Hamilton	12,306.60







FOR ACTION

6.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1989 June 14  
COMM FILE:  
DEPT FILE:

SUBJECT: FINAL RELEASE OF HOLDBACK

JUN 15 1989

RECOMMENDATION:

That total holdback in the amount of \$7,490.56 be released to Victor Pala Architects Ltd. for the completion of contract No. 27781, for the construction of Fire Station No. 5 - Upper Ottawa Street, pending receipt by the Treasury of the Standard Release Forms from the contractor and City Solicitor's Department.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Contractor is entitled to release of holdback on the 46th day after total completion.

BACKGROUND:

The contract was approved by Council July 28, 1987 for \$74,675.00 and increased by authorized change orders in the amount of \$230.55 for a total project cost of \$74,675.00. As of June 6, 1989, the project was totally performed. The 45 day lien period expires July 21, 1989 and I am recommending release of all holdback monies at this time pending receipt of the necessary release forms by the Treasury.







FOR ACTION

7.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Cheryl A. Lowe  
Commissioner of Human Resources

DATE: 1989 June 9  
COMM FILE:  
DEPT FILE: C-030-89

SUBJECT:

Reclassification of Project Maintenance Engineer position in the Public Works Department.

RECOMMENDATION:

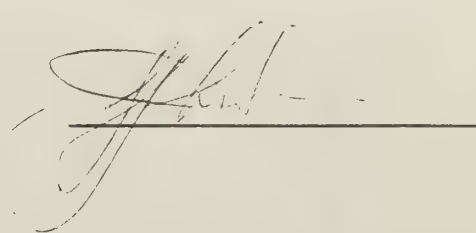
That the salary classification for the following non-union position in the Public Works Department be approved.

<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
Project Maintenance Engineer	Budget preparation, special project coordination, grievance administration, systems development.	K	\$40,330.68- \$47,474.96

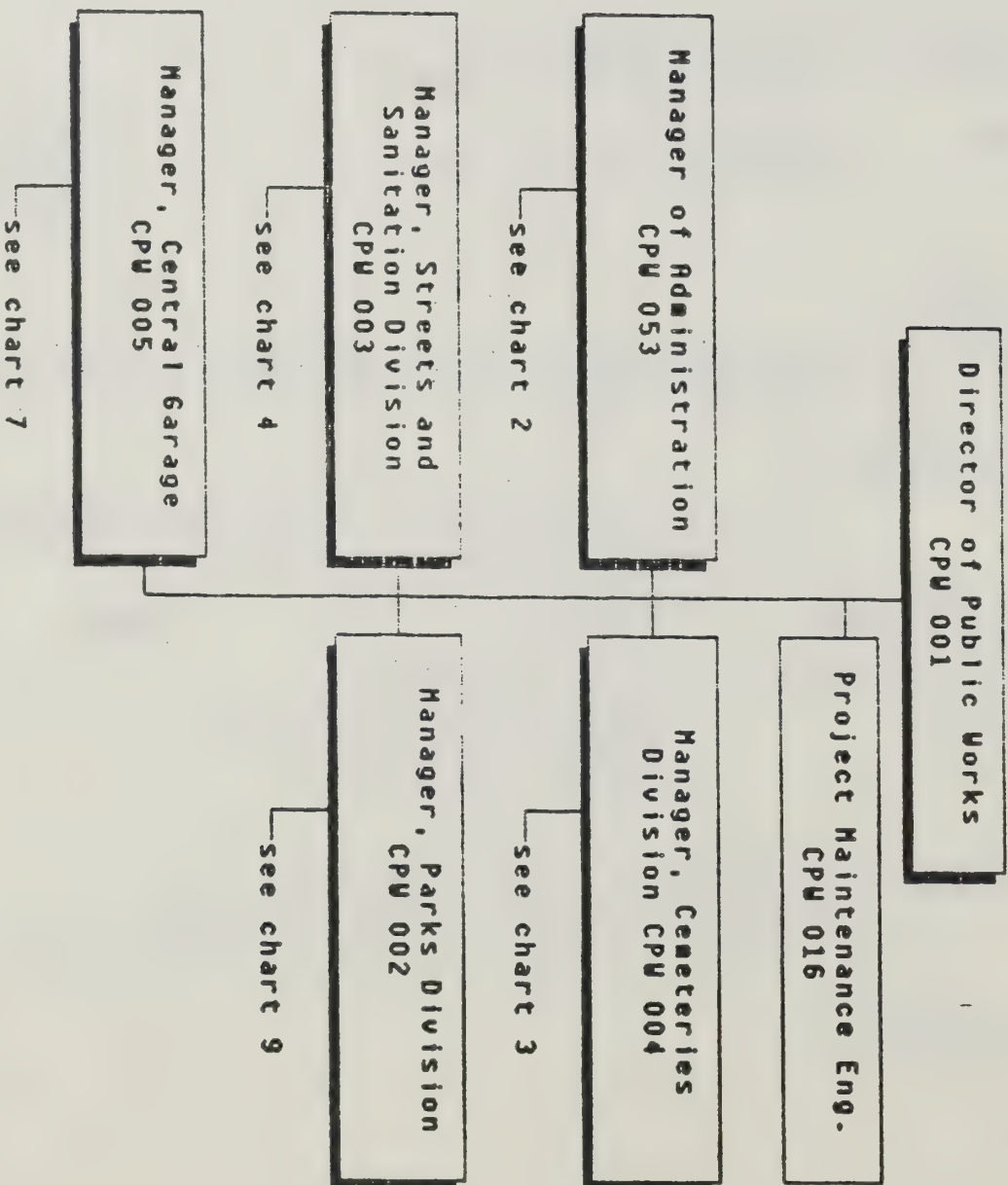
FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Accommodated within the existing Departmental budget.

BACKGROUND:







Signature \_\_\_\_\_ Date \_\_\_\_\_

April 18, 1989



FOR ACTION

8.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Cheryl A. Lowe  
Commissioner of Human Resources

DATE: 1989 June 8  
COMM FILE:  
DEPT FILE: C-028-89

SUBJECT:

Fees - City Doctor

RECOMMENDATION:

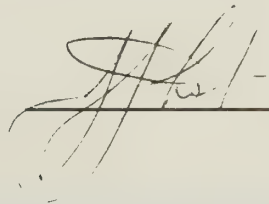
That the fees paid to the City Doctor be increased by 4.5% effective January 1, 1989.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

This increase was approved in the 1989 Hamilton Fire Department budget.

BACKGROUND:

See attached letter.



A handwritten signature, possibly "J. H. 1", is written over a horizontal line.



J. DOUGLAS BELL, M.D.  
196 GEORGE STREET  
HAMILTON, ONTARIO  
L8P 1E9

TELEPHONE 525 3501

15th May 1989

Mr. Reg Joyce,  
The Corporation of the City of Hamilton,  
Hamilton Fire Department,  
55 King William Street,  
Hamilton, Ontario.  
L8R 1A2

Dear Mr. Joyce:

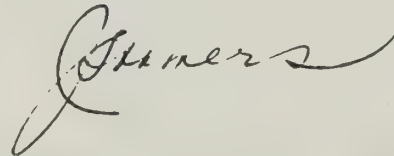
Re: INCREASE IN STIPEND, RETROACTIVE TO JANUARY 1, 1989

Further to my telephone conversation with you today, we understand that an increase in the amount of 4.5% has been approved for the examination of the firefighters on a regular basis.

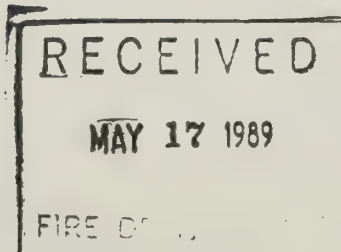
We would appreciate it if you would contact Human Resources about this approval, and ask them to incorporate the retroactive increase in the next cheque made payable to Dr. J. Douglas Bell.

Thank you for your assistance in this matter.

Yours truly,



JANET E. STAMERS (MRS.)  
Office Administrator





FOR ACTION

9.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Cheryl A. Lowe  
Commissioner of Human Resources

DATE: 1989 June 8  
COMM FILE:  
DEPT FILE: C-027-89

SUBJECT:

Pay Grade Assignment for a Non-Union position in the Community Development Department.

RECOMMENDATION:

That the pay grade of the following non-union position in the Community Development Department be approved.

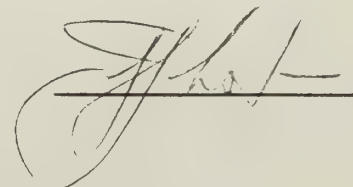
<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>RANGE</u>
Assistant to the General Manager- Non-Profit Housing	Responsible for providing assistance to the General Manager, Non-Profit Housing in the administration of the non-profit housing program.	N	31,989.36- 37,722.36

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Approved in 1989 Budget.

BACKGROUND:

This position is essential for assistance in the large number of programs currently being undertaken by the program.

  
\_\_\_\_\_







FOR ACTION

10.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Cheryl A. Lowe  
Commissioner of Human Resources

DATE: 1989 June 7  
COMM FILE:  
DEPT FILE: C-026-89

SUBJECT: Appointments to and Terminations from Permanent Positions with the  
Corporation to June 6, 1989.

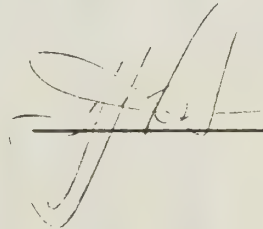
RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:



A handwritten signature, possibly "J. H. L.", is written over a horizontal line.



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. David King	Internal Auditor (H)	Chief Administrator's Office	New position approved by Council March 23/89	\$49,417.68 to \$58,245.72	\$58,245.72 per annum (5 of 5)	June 26, 1989
Mr. Peter Barkwell	Litigation Counsel (F)	City Solicitor's	Replacing Mr. W. Hubar - resigned	\$57,099.64 to \$67,189.20	\$57,099.64 per annum (1 of 5)	May 08, 1989
Mr. Gary A. Daly	Building Inspector (A-12)	Building	Replacing Mr. B. Moon - promoted	\$32,264.44 to \$37,851.84	\$32,264.44 per annum (1 of 5)	May 01, 1989
Ms. Helen M. Groeneveld	Jr. Cost Control Clerk (A-3)	Culture & Recreation	Replacing Ms. R. Ryan - retired	\$21,631.48 to \$24,573.64	\$24,573.64 per annum (1 of 4)	May 22, 1989
Mr. Robert D. Grubb	Maintenance Assistant (6)	Convention Centre (division of H.E.C.F.I.)	Replacing Mr. R. Galway - resigned	\$19,147.96	\$19,147.96 per annum	April 27, 1989
Ms. Anita Guest	Stenographer IV (E-2)	Community Development	Replacing Ms. D. Pellerin - resigned	\$18,625.36 to \$20,065.24	\$18,625.36 per annum (1 of 3)	May 18, 1989
Mr. Charles Guthro	Superintendent of Operations (J)	Central Garage (division of Public Works)	New Position approved by Council March 28/89	\$45,519.24 to \$53,659.84	\$51,481.04 per annum (4 of 5)	Jan. 02, 1989
Mr. Grant G. Holle	Labourer (B-2)	Parking Authority	Replacing Ms. I. Lindsay - terminated	\$21,612.76 to \$23,312.64	\$21,612.76 per annum (1 of 2)	May 23, 1989

Prepared 06 June 1989



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Ken Jones	Control Room Clerk (PA 6)	Parking Authority	Replacing Ms. C. MacGregor - resigned	\$18,156.84 to \$19,029.92	\$18,156.84 per annum (1 of 2)	May 17, 1989
Ms. Winifred Keenan	Clerk III (E-1)	Clerk's	Replacing Ms. L. Everets - promoted	\$17,699.24 to \$19,026.80	\$17,699.24 per annum (1 of 3)	April 24, 1989
Mr. John Lane	Building Inspector (A-12)	Building	Replacing Mr. W. Baxter - retired	\$32,264.44 to \$37,851.84	\$37,851.84 per annum (1 of 5)	May 01, 1989
Mr. Ian Mackenzie	Tractor Operator (D-9)	Public Works	Replacing Mr. C. Polsky - retired	\$26,391.04 to \$26,807.04	\$26,391.04 per annum (1 of 2)	May 15, 1989
Mr. Julian Nicholson	Box Office Clerk (6)	Copps Coliseum (division of H.E.C.F.I.)	Replacing Ms. S. Bowes - resigned	\$19,147.96	\$19,147.96 per annum	May 15, 1989
Ms. Joan M. Orford	Supervisor of Cleaners II (O)	Property	Replacing Mr. C. Villeneuve - terminated	\$28,778.88 to \$33,823.92	\$31,187.00 per annum (3 of 5)	March 27, 1989
Ms. Elizabeth L. Robinson	Labourer (D-5)	Public Works	Replacing Mr. S. Roy - resigned	\$25,823.20 to \$26,239.20	\$25,823.20 per annum (1 of 2)	May 23, 1989
Ms. Sheila Rotondi	Typist Clerk II (E-2)	Treasury	Replacing Ms. H. Groeneweld - promoted	\$18,625.36 to \$20,065.24	\$18,625.36 per annum (1 of 3)	March 29, 1989



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Joseph Sadauskas	Traffic Serviceman/ Woman I (A-4)	Traffic	Replacing Mr. M. Cosentino - promoted	\$23,189.40 to \$26,138.84	\$24,058.84 per annum (2 of 5)	April 01, 1989
Mr. Gunther Schneider	Tree Climber (D-9)	Public Works	Replacing Mr. W. McGuire - resigned	\$26,391.04 to \$26,807.04	\$26,391.04 per annum (1 of 2)	May 15, 1989
Mr. John Turner	Foreman/Woman III (Districts) (13C)	Public Works	Replacing Mr. R. Wells - promoted	\$27,837.68 to \$31,969.60	\$27,837.68 per annum (1 of 3)	May 15, 1989
Mr. C. M. Van Berkel	Legislative Technologist (A-12)	Traffic	New Position approved in 1989 Budget	\$32,264.44 to \$37,851.84	\$32,264.44 per annum (1 of 5)	May 01, 1989
Mr. Greg Williams	General Foreman/ Woman (Turf) (M)	Public Works	Replacing Mr. C. Firth-Eagland - promoted	\$34,397.48 to \$40,474.72	\$34,397.48 per annum (1 of 5)	May 17, 1989

Prepared 06 June 1989



THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. A. Apps	Attendant I	Property	Retired	21 years, 2 months	June 1, 1989
Ms. Doris Blackwell	Stenographer IV	Public Works	Retired	4 years, 6 months	April 22, 1989
Mr. Robert Cook	Labourer	Public Works	Retired	25 years, 11 months	May 31, 1989
Ms. Cynthia Cornell	Receptionist/Secretary	Convention Centre (division of H.E.C.F.I.)	Terminated	less than 1 month	May 26, 1989
Ms. Susan Hamilton	Aquatic Supervisor	Culture & Recreation	Resigned	10 years, 9 months	June 11, 1989
Ms. Martha Hercus	Events Co-ordinator	Convention Centre (division of H.E.C.F.I.)	Resigned	2 years, 8 months	June 6, 1989
Mr. Mike Leroux	Motor Mechanic (Class A)	Central Garage (division of Public Works)	Resigned	3 years, 1 month	May 19, 1989
Ms. Cathy MacGregor	Control Room Clerk	Parking Authority	Resigned	1 1/2 months	May 15, 1989
Mr. Gerald McManus	Building Inspector	Building	Terminated	14 years, 8 months	May 19, 1989
Ms. Caroline Moran	Library Clerk	Library	Resigned	3 years, 8 months	May 26, 1989
Ms. Debbie Pellerin	Stenographer IV	Community Development	Resigned	2 years, 5 months	June 9, 1989
Mr. T. Prince	Truck Driver	Public Works	Resigned	7 years, 7 months	May 16, 1989
Ms. Regina Ryan	Junior Cost Clerk	Culture & Recreation	Retired	20 years, 10 months	May 31, 1989
Ms. Carol Simmons	Historical Interpreter	Culture & Recreation	Resigned	8 months	May 17, 1989

Prepared 06 June 1989







# Hamilton Professional Fire Fighters A

11.

President

Ron Bowman

Treasurer

Bill Aitken



Larry Staples  
19 Laurier Avenue,  
Hamilton, Ontario.  
388-3341



JUN 15 1989

June 12th, 1989

Personnel Committee  
City Hall,  
71 Main Street West,  
Hamilton, Ontario.

Gentlemen:

On behalf of the Members of the Hamilton Professional Fire Fighters Association Local 288 I.A.F.F., I would like to take this opportunity to thank you for understanding the needs and safety of our membership.

I believe that the PROJECT FIRES (bunker suits) far exceed any Fire Fighting clothing that is on the market today.

Once again thank you.

Yours truly,

Larry Staples, Secretary  
H.P.F.F.A. Local 288 I.A.F.F.







FOR INFORMATION

12.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Chief L. G. Saltmarsh

DATE: 1989 June 5

COMM FILE:

DEPT FILE: 1.3.14

JUN 8 1989

SUBJECT: Hamilton Fire Department 1988 Annual Report

BACKGROUND: This report is submitted as required by Bylaw 68-34 (as ammended),  
Section 4 (5).

*Submitted*

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FOR INFORMATION

13.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. Lou Sage  
Chief Administrative Officer

DATE: 1989 June 15  
COMM FILE:  
DEPT FILE:

SUBJECT: PERFORMANCE MANAGEMENT

BACKGROUND:

On June 8th and 9th, 1989, the senior management teams of the City and Region attended a performance management workshop to discuss the best methodology for implementing a performance improvement programme in the City and Region. Such a programme would effect cultural change in our organizations, improve performance and reduce absenteeism by it's emphasis on the fair and consistent management of all aspects of employee non-performance, health and safety, and the sustaining of productive, contributing employees.

At the workshop, senior management approved the implementation of a three year performance improvement programme, based on the successful Transvision model which served as a pilot within the Region. The issues to be addressed were identified and agreed upon, and the required resources determined and allocated.

This programme will take a systematic look at performance (including absenteeism), health, safety, benefits and compensation. The key components to be addressed are:

- a) performance definitions
- b) performance and attendance data systems
- c) performance management
- d) income protection
- e) work accommodation
- f) corporate medical
- g) assistance

The above components will be integrated with standards, policies and procedures that will ensure feedback and monitoring.



A team of existing staff was identified to design and develop the performance improvement project. The Project Team consists of:

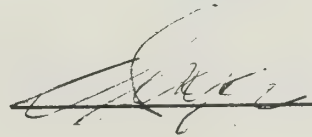
Raffaella Cowell, Project Leader Supervisor of Training and Development City and Region - Human Resources	100% time
Lou Franco Administrative Manager Region - Engineering	50% time
Chris Firth-Eagland Parks Development Co-ordinator City - Public Works	50% time
Laurie Clements Director of Nursing Region - Macassa Lodge	20% time
Kim Goodfellow Manager of Support Services City and Region - Information Systems	20% time
Alex Georgieff Division Head Region - Planning & Development	20% time
Glen Peace District Chief City - Fire	20% time

The Project Team will report to a Steering Committee established to co-ordinate implementation and monitoring of the programme. The Steering Committee members are:

Mac Carson, Chairman  
Lou Sage  
Mike Schuster  
Len Saltmarsh  
Heinz Schweinbenz  
Joe Pavelka  
Jim Hindson  
John Johnston



Additional information regarding the scope and benefits of the performance improvement project and/or recommendations for approval will be forwarded to Committee at the appropriate time.



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14.

FOR INFORMATION

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

JUN 12 1989

FROM: Mr. Lou Sage  
Chief Administrative Officer

DATE: 1989 June 12  
COMM FILE:  
DEPT FILE: 226-0001

SUBJECT: Current Status of Litigation Services in the City Solicitor's Office

BACKGROUND:

This refers to the request of the Personnel Committee for an update on the status of the provision of litigation services to The Corporation of the City of Hamilton.

The City Solicitor has promoted Mr. Peter Barkwell to be the Senior Litigation Counsel for the Department. The Junior position is at the final interview stage with the City Solicitor hopefully making an appointment in the near future. In the meantime the firms of Ross & McBride and Mackesy Smye are proceeding with the provision of outside litigation services to the Municipality.

As you know, the Co-ordinating Committee has asked for a report on the provision of legal services to the City. Ongoing discussions on this matter are occurring with The Regional Municipality of Hamilton-Wentworth in order to determine if there is a case to be made for the joint provision of all or some of the legal services by the Regional Solicitor.

Sage



Corporation of the City of Hamilton

Memorandum

\*\*\*\*\*

TO: Mr. L. Sage  
Chief Administrative Officer

YOUR FILE:

FROM: Mrs. Susan K. Reeder, Secretary  
Personnel Committee

OUR FILE:  
PHONE:

SUBJECT: Report on the Current Status of  
Litigation Services in the  
City Solicitor's Office.

DATE: 1989 May 29

This will confirm that the Personnel Committee at its meeting held Wednesday, 1989 May 24 AGREED that a Report on the Current Status of Litigation Services in the City Solicitor's Office be compiled by yourself and brought back to them at its Wednesday, 1989 June 21 meeting.

I trust this confirmation is of assistance to you.

*Diane McGuire  
for: Susan K. Reeder*

SKR:dbm

c.c. - Alderman B. Hinkley, Chairman  
Personnel Committee



FOR INFORMATION

15

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Cheryl A. Lowe  
Commissioner of Human Resources

DATE: 1989 June 7  
COMM FILE:  
DEPT FILE: C-029-89

SUBJECT: Salary ranges for Stenographers in the City of Hamilton Solicitor's Department and Secretaries in the Regional Municipality of Hamilton-Wentworth's Legal Services Department.

BACKGROUND:

This report addresses issues raised in correspondence received from the Chairman and Vice-Chairman of the City Personnel Committee requesting information on the differences in salary levels between stenographers in the City Solicitor's Department and secretaries in the Region's Legal Services Department. (attached)

Differences in Salary Levels:

City Solicitor	Steno I	\$22,320.88	-	\$25,096.25
Regional Legal Services	Secretary	\$23,734.08	-	\$27,976.40
		Difference \$ 1,413.20		\$ 2,880.15

The different salary schedules for support staff in the City Solicitor's and the Regional Legal Services Departments reflects their employment in two different corporations. The salaries for the stenographers in the City Solicitor's Department are a result of the collective bargaining process (CUPE Local 167) and are currently being reviewed. Those for the secretaries in the Regional Legal Services Department are the result of the management and management support job evaluation process which has been completed.

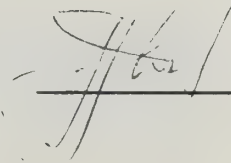
Staff Turnover

The current complement of stenographers in the City is 11, with an average length of service of 5.6 years. In the past 2 years, 4 stenographers have left the City Solicitor's office; 3 have moved to other City or Regional departments. Human Resources has no evidence to suggest that salary was the reason for leaving the Department.



Change of Salary Schedule

No immediate change to the salary schedule of the Stenographer's is possible because of our commitment with CUPE to undertake joint job evaluation. The joint job evaluation project will establish the internal equity of CUPE positions within the City of Hamilton. This agreement precludes the reclassification of positions within the bargaining unit during the job evaluation process. The results of the project are to be implemented January 1, 1990.



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May 1, 1989

Mrs. C. Lowe, Commissioner  
Human Resources

Dear Mrs. Lowe:

RE: Different Salary Scales for City Solicitor's Secretaries  
Vis-A-Vis Regional Solicitor's Secretaries

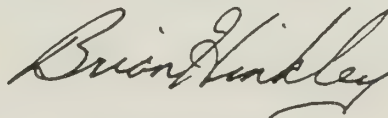
We have been advised that the discrepancies in salary between the secretaries of the two legal departments is considerable. It is being suggested that this gap is causing the City's legal secretaries to leave the employ of the City.

Could you please provide a report outlining in dollar terms, the differences and the reasons why these discrepancies exist. We would also appreciate an opinion as to the benefits and problems these discrepancies between the two organizations could produce.

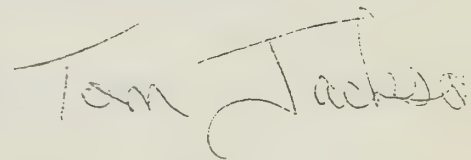
Because of these discrepancies, would you recommend any changes.

Your co-operation in this regard is very much appreciated.

Yours truly,



Brian Hinkley  
Chairman  
Personnel Committee



Tom Jackson  
Vice-Chairman  
Personnel Committee

/rd

cc: Mr. L. Sage  
Chief Administrative Officer  
cc: Mr. M. Carson  
Regional Chief Administrative Officer  
cc: Mr. K. Rouff  
City Solicitor  
cc: Mrs. S. Reeder, Secretary  
Personnel Committee

RECEIVED

MAY 02 1989

HUMAN RESOURCES CENTRE







16.

Corporation of the City of I  
Memorandum

\*\*\*\*\*

TO: Mr. J. Johnson  
Commissioner of Human Resources

YOUR FILE:

FROM: Philip R. A. Hooker  
City Solicitor's Office

OUR FILE:

SUBJECT: Resignation - Stenographer I  
C. Shepherd, City Solicitor's Office

JUN 14 1989

DATE: 1989 June 13

Further to last month's Personnel Committee's deferral of the issue of City Solicitor's Department secretarial salaries for further study and report to come from you (it is hoped, at an early date), as you are aware, Ms. C. Shepherd is leaving us to work as a legal secretary for the Regional Solicitor's Office.

I understand her Termination of Service form has already been filed with you, since she leaves this Friday, June 16, 1989. This letter serves to report on her "exit interview".

I would point out that she represents the sixth Stenographer I (legal secretary) to leave this office in the last 20 months or so, the others being Deborah Ratford, Darlene Chaisson, Marilyn Kay, Elaine Noonan and Rosemarie Spagnuolo (in no particular order of listing).

We have also lost 3 receptionists, being Rae Blanchard, Gail Paradis and Gretchen Keenan (the latter was temporary only).

The writer took it upon himself to interview Ms. Shepherd as to her reason(s) for leaving and was advised "personal betterment".

The details of "personal betterment" are the following:

- (a) salary difference of approximately \$3,500.00 annually;
- (b) better work environment, including a computer assigned to her only;
- (c) one (1) week's more annual vacation.

This being the case, there was no good reason for her to stay here.

I am informed that some other legal secretaries here are actively looking elsewhere for employment for the same or similar reasons, as they see no prospect of early change.



Needless to say, office morale here is extremely low.

Kindly add these items to your report to the Personnel Committee, of which we request a copy.

*Philip R. A. Hooker*

Philip R. A. Hooker  
Manager of Municipal  
Legal Services

PRAH:cls

c.c. ✓ Mrs. S. K. Reeder  
Secretary, Personnel Committee

c.c. Mr. K. A. Rouff  
City Solicitor

c.c. Ms. C. Shepherd



LIST OF OUTSTANDING COMMITTEE ITEMS

PERSONNEL COMMITTEE

17.

<u>ITEM</u>	<u>ORIGINAL DATE</u>	<u>ACTION</u>	<u>STATUS</u>
Report on status of encouraging employees to register in a recognized smoking cessation programme.	1988 June 7	Commissioner of Human Resources	Pending Report
Establishing Procedure for Exit Interviews	1988 June 22	Commissioner of Human Resources	Pending Report
Child Care for Regional and City Employees	1989 January 26	Alderman Christopherson	Pending Report
Firefighters Report	1988 November 23	Fire Chief and Commissioner of Human Resources	Pending Report
Review and presentation to Committee of Department Policies and Procedures	1988 December 20 (Chairman)	Commissioner of Human Resources	Pending Report
		Fire Chief	Pending Report
		City Solicitor	Pending Report
Tour of Fire Stations	1989 January 25	Chief Saltmarsh Committee Secretary	Tour to be arranged for Spring 1989
Presentation on Employment Equity	1989 February 22	Speaker - To be determined	For a future meeting
Details on cost charged for water rates for fire hydrants	1989 February 22	City Treasurer	Pending Report
Report on visible minority status within the Corporation - clarified by Committee on 1989 May 24 as entire Corporation not just the Human Resources Department	1989 March 22	Commissioner of Human Resources	Pending Report



Discussion on using commemorative names on Fire Stations instead of current numbering system.	1989 May 24	Personnel Committee	To be discussed at 1989 June 21 meeting
Report on the current status of Litigation services in the City Solicitor's Office.	1989 May 24	C.A.O.	Pending Report for 1989 June 21 meeting
Reclassifications - Solicitor's - City Solicitor's Office	1989 May 24	Commissioner of Human Resources	Pending Report
Different Salary Scales for City Solicitor's Secretaries vis-a-vis Regional Solicitor's Secretaries.	1989 May 24	Commissioner of Human Resources	Pending Report











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MRS. J. McANANAMA  
CHIEF LIBRARIAN

E. A. SIMPSON  
CITY CLERK

K. E. AVERY  
DEPUTY CITY CLERK

CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

## THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 June 16th

### NOTICE OF MEETING

Personnel Committee  
Wednesday, 1989 June 21st  
9:30 o'clock a.m.  
Room 233, City Hall

HAMILTON PUBLIC LIBRARY  
JUN 30 1989

GOVERNMENT DOCUMENTS

SKR:dbm

*Susan K. Reeder*  
for: Susan K. Reeder  
Secretary

### A G E N D A

1. Chairman's Remarks.
2. Minutes of the meetings held Friday, 1989 May 19, Tuesday, 1989 May 23, Wednesday, 1989 May 24.

### ALDERMAN D. AGOSTINO

3. Use of commemorative names for Fire Stations instead of the current numbering system.

### MANAGER OF PURCHASING

4. Supply and delivery of fatigue uniforms, Hamilton Fire Department.
5. Purchase of one (1) 1989 Four Door-Sedan, Hamilton Fire Department.

### CITY TREASURER

6. Final Release of Holdback - Construction of Fire Station No. 5 - Upper Ottawa Street.







COMMISSIONER OF HUMAN RESOURCES

7. Reclassification of Project Maintenance Engineer position in the Public Works Department.
8. Fees - City Doctor.
9. Pay Grade assignment for the Assistant to the General Manager - Non-Profit Housing, Community Development Department.
10. Appointments to and Terminations from Permanent Positions with the Corporation to 1989 June 6.

INFORMATION ITEMS

11. Correspondence - Secretary, Hamilton Professional Fire Fighters Association.
12. Fire Chief Saltmarsh - Hamilton Fire Department 1988 Annual Report.
13. Chief Administrative Officer - Performance Management.
14. Chief Administrative Officer - Current Status of Litigation Services in the City Solicitor's Office.
15. Commissioner of Human Resources - Salary ranges for Stenographers in the City of Hamilton Solicitor's Department and Secretaries in the Regional Municipality of Hamilton-Wentworth's Legal Services Department.
16. City Solicitor's Office - Resignation - Stenographer I.
17. List of Outstanding Committee Items.
18. Other Business.

IN-CAMERA AGENDA

- A. Minutes of the In-Camera Meeting held Wednesday, 1989 May 24th.
  - B. List of Outstanding In-Camera Committee Items.
- 
19. Adjournment.







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1989E. A. SIMPSON  
CITY CLERKK. E. AVERY  
DEPUTY CITY CLERKCITY HALL  
HAMILTON, ONTARIO  
L8N 3T4**THE CORPORATION OF THE CITY OF HAMILTON**

OFFICE OF THE CITY CLERK

1989 August 18th

**NOTICE OF MEETING**

Personnel Committee  
Wednesday, 1989 August 23rd  
9:30 o'clock a.m.  
Room 233, City Hall

URBAN MUNICIPAL  
AUG 22 1989  
GOVERNMENT DOCUMENTS  
Susan K. Reeder  
Secretary

SKR:dbm

**A G E N D A**

1. Chairman's Remarks.
2. Minutes of the meetings held Wednesday, 1989 July 19th.

**CITY SOLICITOR**

3. Legal Assistant - Computerization.  
(a) Commissioner of Human Resources - Pay Grade Assignment.

**COMMISSIONER OF HUMAN RESOURCES**

4. Appointments to and Terminations from Permanent Positions with the Corporation to 1989 August 14.

**MANAGER OF PURCHASING**

5. Supply and Delivery of Fire Hose, Hamilton Fire Department.







MAYOR'S RACE RELATIONS COMMITTEE

6. Workforce Survey - Women and Visible Minorities in the City of Hamilton Workforce.

INFORMATION ITEMS

7. List of Outstanding Committee Items.
8. Other Business.

IN-CAMERA AGENDA

- A. Minutes of the In-Camera Meeting held Wednesday, 1989 July 19th and Monday, 1989 August 14th.

COMMISSIONER OF HUMAN RESOURCES

- B. City of Hamilton Employee Assistance Programme.

INFORMATION ITEMS

- C. Director of Public Works - Promotions within the Public Works Department.
- D. Other Business.
- E. Adjournment.







FOOD FOR THOUGHT ..... A MAKE-BELIEVE (BUT POSSIBLE) STORY

One Day at the Aldermen's Offices in The Municipality of Mediocrity:

There were four of us sitting in the visitors seating area in front of the receptionist's desk. All of us were waiting to see our Alderman. The Aldermen were all 35 minutes late because they were still in a meeting. We all had pre-arranged appointments at 3:30 p.m. It was now 4:05 p.m. The receptionist, as well as the Aldermen's secretaries, advised us that the Aldermen would be a little late.

Finally one fellow, Tom Andrews asked, "When do you really think my Alderman will be here?" The receptionist announced, for all to hear, "Oh, those Aldermen, they could arrive anytime." "What," Tom stammered. "I didn't mean it," the receptionist said. "Just a joke." Some joke. When you have just spent five thousand dollars to improve your house; you don't have another dime to your name; and the City wants you to spend another two thousand dollars for no good reason; Tom thought to himself. Tom now changed his attitude from just being upset to being angry. The receptionist countered, "I'll let you speak to the Alderman's secretary again."

The Alderman's secretary comes out of her office and said; "Mr. Andrews, I don't know exactly when the Alderman will be here." "If you want to see him today, you will just have to wait or I can have him call you tomorrow." Mr. Andrews, still fuming, decides to wait a little longer. As the secretary starts to head back to her desk, one of the other constituents overhears her whisper to the receptionist, "Boy, the natives are restless today."

The constituent stood up in frustration and exclaimed, "Look my time is valuable too." "I have to pick up my little girl in 15 minutes." "Doesn't anyone around here care." "I'll be glad when the election comes around and we can get rid of some of these jokers." All the others nodded their heads in agreement and muttered, "yeah".

In The Municipality of Hamilton:

A constituent arrives for a scheduled appointment at 4:15 p.m. with Alderman Williams. The receptionist called Sally, Alderman Williams' secretary. Sally came out and greeted the constituent. "Mrs. Harrison," Sally said, "Alderman Williams is expecting you and he called to say he would be 10 minutes late because he was unexpectedly delayed in a meeting." "But, he will be here shortly," said Sally.

Sally asked, "Mrs. Harrison, while you are waiting is there anything I can do for you?" "No thanks," Mrs. Harrison replied. "Did you find a parking spot alright," enquired Sally. "Yes, finally," answered Mrs. Harrison. "But I don't know if I have enough time on the meter," she said. "Don't let that worry you," said Sally. "If your parking meter expires and you get a ticket, just bring it back to me and Alderman Williams will take care of it for you." Sally asked, "Could I get you a coffee while you are waiting?" "Yes, that would be nice," answered Mrs. Harrison. Ten minutes later Alderman Williams arrived.



### CONSIDER THIS:

Of all the people who were part of these stories, four had horror stories to tell other people. Schedule slippage and lateness is not the point here. The flippant attitude and disregard for the constituents is. We've all suffered through delays and waiting. But being insulted when we need help is too steep a price to pay. Ours is an equal portion of public relations as well as real help to those we serve and those who pay our salary. Ours is a game of inches. A thousand things, done a thousand times, but each time done a tiny bit better, all add up to memorable experiences that result in loyalty, slightly higher opinions and perceptions of us all. This is how we operate in Hamilton. This is a team that searches for excellence in all we do.

### COURTESY:

When people come to City Hall they either need help, are upset about something and want to be heard, or they simply need advice or information.

We are all here to provide a service. How we provide that service, from the time people arrive to the time they leave will affect their attitude and opinion of City Hall and those who serve them.

We have little control over what will happen along the way to our offices. When a person arrives at the Aldermen's offices for help, the reception he or she receives directly affects his/her attitude when they meet their Alderman. It is at this point that people are made to feel welcome, wanted and important. We are concerned, we listen, we are interested, we want to help. These people are not an inconvenience. "They are the reason for us being here." (What we are talking about is most of the people. We are not talking about the abusive, obnoxious or violent ones. These ones obviously must be treated as the situation dictates.)

-Alderman Brian Hinkley



2.

Wednesday, 1989 July 19  
9:30 o'clock a.m.  
Room 233, City Hall

The Personnel Committee met.

There were present: Alderman B. Hinkley, Chairman  
Alderman T. Jackson, Vice-Chairman  
Mayor Robert M. Morrow  
Alderman T. Murray  
Alderman V. Agro  
Alderman T. Cooke  
Alderman J. Gallagher  
Alderman D. Agostino

Regrets: Alderman D. Christopherson - Vacation

Also present: Alderman G. Copps  
Alderman M. Kiss  
Alderman D. Ross  
Mr. L. Sage, Chief Administrative Officer  
Mr. P. Hooker, Acting City Solicitor  
Mr. J. Johnston, Commissioner of Human Resources  
Chief Saltmarsh, Hamilton Fire Department  
Mr. E. Matthews, City Treasurer  
Mrs. D. Jones, Human Resources Centre  
Mr. R. Bowman, Hamilton Fire Fighters Association  
Mr. L. Staples, Hamilton Fire Fighters Association  
Dr. Mike Schuster, Chief Emergency Medical  
Physician, Chedoke McMaster Hospitals  
Mrs. Susan K. Reeder, Secretary

The Committee was in receipt of extracts from the book entitled "A Passion for Excellence" respecting Thoughts on Absenteeism.

The Committee agreed to RECEIVE this information.

The Committee was in receipt of the minutes of their meetings held Wednesday, 1989 June 21 and Tuesday, 1989 June 27. The Committee agreed to APPROVE these minutes.

The Committee was in receipt of a report from the Chief Administrative Officer dated 1989 July 12 respecting an Up-date on the Status of Employee Members and Concerns in the Legal Department. The Committee agreed to RECEIVE this report.

The Committee was in receipt of an Information Report from the City Treasurer dated 1989 July 18 respecting the 1989 Legal Department Budget Status.

Considerable discussion ensued on the amounts and concerns were expressed by many members of the Committee at the increased costs over the original estimates for Litigation Files being handled by Ross & McBride.

The Chief Administrative Officer, the City Treasurer and the Acting City Solicitor outlined the report presented in the Agenda as well as numerous information letters in the Agenda.

General discussion then ensued on salaries paid to lawyers and the consideration being presently reviewed on possible amalgamation of Regional and City Solicitors Offices.

Moved by Alderman Agostino, seconded by Alderman Murray that the City immediately freeze any payments to Ross & McBride until a full accounting of costs has been received. MOTION LOST.

Extracts "A Passion for Excellence" - Thoughts on Absenteeism.

Minutes - 1989 June 21, 1989 June 27.

Update on the status of employee members and concerns in the Legal Department.

1989 Legal Department Budget Status.



The Committee APPROVED the following recommendation:

- (a) That the Chief Administrative Officer, the Acting City Solicitor and Mr. P. Barkwell of the City Solicitor's Office meet with a representative of Ross & McBride within the next 48 hours to review the costs of Litigation Services being handled by Ross & McBride; and,
- (b) That a special meeting of the Personnel Committee be held shortly thereafter in order to apprise members of the Personnel Committee on facts surrounding these costs.

The Committee then RECEIVED the Information Report from the City Treasurer dated 1989 July 18 respecting the 1989 Legal Department Budget Status.

The Committee was in receipt of a report from the Acting City Solicitor dated 1989 July 12 respecting the 1989 April and 1989 May Accounts for Ross & McBride.

The Committee APPROVED the following:

- (a) That Ross and McBride, Barristers and Solicitors, BE PAID the sum of \$8,926.32, in partial payment of its accounts rendered for the month of 1989 April; and,
- (b) That Ross and McBride, Barristers and Solicitors, BE PAID the sum of \$9,347.29, in partial payment of its accounts rendered for the month of 1989 May.

The Committee agreed TO TABLE Section (c) of that recommendation which read:

That the Committee recommend the method of payment since the \$100,000.00 provided for payment of these accounts in the Legal Department's 1989 Budget is now exhausted.

The Committee agreed to RECEIVE the following Information Letters:

- (a) Correspondence from Ross & McBride to Mr. P. Barkwell of the City Solicitor's Department dated 1989 July 13 respecting City Litigation Accounts.
- (b) Correspondence from Mr. P. Barkwell of the City Solicitor's Department to Ross & McBride dated 1989 July 13 respecting City Litigation Accounts.
- (c) Letter from Mr. P. Barkwell to Ross & McBride dated 1989 July 5 respecting City of Hamilton Litigation Files.
- (d) Letter from Ross & McBride to Mr. P. Barkwell of the City Solicitor's Department dated 1989 July 4 respecting a meeting on Litigation File matters to be held Thursday, 1989 July 6.
- (e) An Information Report from Mr. K. Rouff, City Solicitor dated 1989 June 16 respecting City Litigation Files - Payment to Ross & McBride for Professional Services for several files. Account dated 1989 April 12 in the amount of \$2,443.69.

The Committee was in receipt of added correspondence from Ross & McBride to Mr. P. Barkwell of the City Solicitor's Department dated 1989 July 14 respecting City Litigation Files, and the Committee agreed to RECEIVE this correspondence.

Accounts - Ross & McBride - 1989 April and 1989 May.

Information letters respecting litigation accounts.



The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 July 5 respecting Creation of Two Administrative III positions in the Public Works Department.

Creation of two Administrative III positions - Public Works Department.

The Committee APPROVED the following:

- (a) That the position of Stenographer I and II in the Public Works Department BE DECLARED redundant; and,
- (b) That the following two Administrative Assistant III positions in the Public Works Department, BE CREATED AND CLASSIFIED as follows:

<u>Position Title</u>	<u>Function</u>	<u>Grade</u>	<u>Range</u>
Administrative Assistant III	To act as Secretary to the Manager of Streets and Sanitation and perform stenographic duties for the Horticulturist.	"P"	\$26,848.64 to \$31,573.36
Administrative Assistant III	To act as Secretary to the Parks Division Manager and serve as liaison to corporate staff, aldermen and the public.	"P"	\$26,848.64 to \$31,573.36

NOTE: Funding for the two new positions will be derived from a coalescence of budgeted funds and savings resulting from the two redundant positions.

These positions were created to more accurately reflect the functions performed by the two employees involved.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 June 30 respecting Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton to 1989 June 30.

Appointments to and Terminations from Permanent Positions in the City to 1989 June 30.

The Committee APPROVED the following:

That Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton to 1989 June 30th, as\* attached and marked as APPENDIX "A", BE APPROVED.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 July 6 respecting Pay Grade Assignment for Non-union position in the Treasury Department.

Pay Grade Assignment for non-union position - Treasury department.

The Committee APPROVED the following:

That the pay grade of the following non-union position in the Treasury Department BE APPROVED:

<u>Position Title</u>	<u>Function</u>	<u>Grade</u>	<u>Range</u>
Senior Accounting Analyst	Responsible for providing sound financial and accounting advice/solutions on complex, high priority management issues.	"J"	\$45,747.00 to \$53,928.16

The Committee was in receipt of a report from the Secretary of the Information Systems Committee dated 1989 June 30 respecting Organization Change - Accounts Payable/Accounts Receivable Clerk.

Organization Change - Accounts Payable/Accounts Receivable Clerk.



The Committee APPROVED the following:

- (a) That the position of Accounts Payable/Accounts Receivable Clerk in the Information Systems Department BE INCLUDED in the Organization Chart for that Department; and,
- (b) That the position of Clerk Typist III in the Information Systems Department BE ELIMINATED.

NOTE: No additional funds are required.

Pay-Grade Assignment  
for a Non-union  
position in the  
Treasury Department.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 July 6 respecting the Pay Grade Assignment for a Non-union position in the Treasury Department. The Committee agreed TO REFER this matter to the IN-CAMERA session where the entire matter of the Internal Auditor position was being discussed.

Presentation -  
Dr. Mike Schuster,  
re: Use of  
Defibrillators by  
the Hamilton Fire  
Department.

The Committee heard a presentation from Dr. Mike Schuster, Chief Emergency Medical Physician, Chedoke-McMaster Hospitals on a Pilot Project on Use of Defibrillators by the Hamilton Fire Department.

Fire Chief Saltmarsh introduced Dr. Schuster and Dr. Schuster gave out a statistic sheet on Ambulance Bases, Bases, Total Ambulances, Fire Stations response by the Fire Department and the Ambulance System and comparison with the City of Seattle, Washington.

Dr. Schuster outlined and demonstrated the use of the defibrillators.

General discussion then ensued on this Pilot Project and the Committee was very supportive of this Project.

Alderman Cooke spoke on the need that the City Treasurer provide Estimates in the 1990 Budget to provide the cost of supplying defibrillators to each of the Fire Department stations. Fire Chief Saltmarsh said that a motion on this matter would not be required as he intends to include this in his 1990 Budget Estimates.

Alderman Cooke then spoke on the possibility of Regionalizing Fire Services which should be pursued while Chief Saltmarsh is here prior to his retirement.

The Committee AGREED that the Fire Chief should report back on the Impact that Regionalizing Fire Services would have.

The Fire Chief was then commended for his initiative in bringing Dr. Schuster to the meeting and the initiative in working with the Ambulance Services in providing this Life Support System to the members of the Community in Hamilton. The Committee also asked that the Fire Chief keep the Personnel Committee advised of the status of this Pilot Project.

Article "Life as  
a 'firelady' can  
be tough".

The Committee was in receipt of a newspaper article from the Sunday Star dated 1989 May 21 entitled "Life as a 'firelady' can be tough". The Committee agreed to RECEIVE this information.

Classification of  
City Solicitors.

The Committee was in receipt of an Information Report from the Commissioner of Human Resources dated 1989 July 6 respecting Classification of City Solicitors.

The Committee agreed to RECEIVE this report.

Workplace Survey -  
Women and Visible  
Minorities in the  
City of Hamilton  
Workforce.  
Status of Visible  
Minorities and  
Women in the Work-  
force - Human  
Resources Centre.

The Committee was in receipt of an Information Report from the Commissioner of Human Resources dated 1989 July 6 respecting Workplace Survey - Women and Visible Minorities in the City of Hamilton Workforce.

The Committee was also in receipt of a report from the Commissioner of Human Resources dated 1989 July 13 respecting Status of Visible Minorities and Women in the Workforce - Human Resources Centre.



Alderman T. Jackson spoke to both of these reports and asked that these documents BE FORWARDED to the Secretary of the Mayor's Race Relations Committee for that Committee's information.

Alderman Jackson spoke on the issue of Visible Minorities and Women and asked questions of the Commissioner of Human Resources.

Alderman Jackson indicated that he is pleased with the reports and quoted several newspaper articles by a sociologist on Women and Visible Minorities in the Workforce. He also spoke on goals and time tables in addressing these matters.

A great deal of discussion then ensued on this matter by members of the Committee.

The Committee then agreed to RECEIVE the reports of the Commissioner of Human Resources respecting the Status of Visible Minorities and Women in the Workforce.

The Committee was in receipt of a list of Outstanding Committee Items and agreed to RECEIVE this report.

The Committee then met IN-CAMERA to discuss matters of a Private and Confidential nature.

The Committee then moved out of IN-CAMERA and APPROVED the following recommendations:

That the pay grade assignment for the following non-union position in the Treasury Department BE APPROVED:

<u>Position Title</u>	<u>Function</u>	<u>Grade</u>	<u>Range</u>
Internal Auditor	Provide independent assessment of the adequacy and efficiency of the organization's internal controls and performance.	"H"	\$49,664.68 to \$58,536.92

NOTE: Funds accommodated within the 1989 Budget.

That Mr. David King BE APPOINTED as Internal Auditor at Salary Schedule \$49,417.68 to \$58,245.72 effective 1989 June 26.

NOTE: Mr. King to be slotted in Step 5 of range (\$58,245.72). Position approved by Council on 1989 March 23.

The Finance Committee has been asked by the Personnel Committee to review the reporting relationship of the Internal Auditor, as well as the role and responsibilities of this position.

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN  
PERSONNEL COMMITTEE

Susan K. Reeder  
Secretary  
1989 July 19

List of Outstanding  
Committee Items

IN CAMERA

Pay Grade Assignment -  
Internal Auditor.

Appointment -  
Internal Auditor.

Reporting relationship  
- Internal Auditor.

Adjournment.







FOR ACTION

3.

REPORT TO: Chairman and Members  
of the Personnel Committee  
Attention: Mrs. S. K. Reeder, Secretary

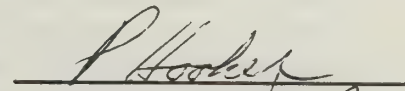
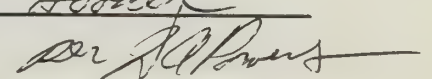
FROM: P.R.A. Hooker,  
Acting City Solicitor

Date: August 9, 1989  
Comm File:  
Dept. File: 60-3/89.2

SUBJECT: City Legal Department - Support Staff  
- Legal Assistant - Computerization

RECOMMENDATION

- A. That the position of Legal Assistant, with a salary range to be established and classified by Human Resources, be established.
- B. That the position of Stenographer IV (co-receptionist) with annual salary of \$18,625.52 plus benefits be declared redundant.
- C. That the position of Student-at-law, with annual salary of \$26,058.50 plus benefits be declared redundant.
- D. That the resulting salary savings be assigned to a special account for immediate acquisition of computers, computer workstations and office equipment for the Legal Department.

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

The action recommended is neutral in regard to the overall departmental budget. The new position of Legal Assistant and the funds for computerization of the department will be funded through the attrition of the two positions to be declared redundant.



## BACKGROUND

### Establishing position of Legal Assistant

A Legal Assistant will do research, preliminary file analysis and preparation, organization and other routine tasks and correspondence. The Legal Assistant will do work which a Legal Secretary cannot do, e.g., legal research, routine court appearances, maintaining the legal library etc,. All of this work would be done under the supervision of the Solicitors. The net result will be that the Solicitors will be relieved of routine work enabling them to improve their efficiency and devote a greater percentage of their time to legal work.

The salary range which we have proposed to Human Resources, for their consideration is \$28,992.00 to \$33,992.00, the same as that which is proposed by the Regional Legal Services Department for a position of Law Clerk in that Department. With estimated benefits at 15% of the salary, estimated cost of this position is \$33,340.80 to \$39,090.80 annually. However for 1989 the position could only be filled for September - December 31st.

### Elimination of Stenographer IV (co-receptionist)

This position is currently vacant, the last incumbent having resigned effective July 11, 1989. The position is one of co-receptionist. We believe that we can eliminate the need for this position through the reassignment of certain work tasks carried out by the Secretaries in the Department. The savings through the elimination of this position would be approximately \$9,800.00 (including benefits) for the balance of 1989. This amount is contained within the current departmental budget.

### Elimination of Student-at-law position

This position is currently vacant. Many of the tasks which would be carried out by a Student-at-law would, in future, be assigned to the Legal Assistant. While a Student-at-law is able to perform some tasks which a Legal Assistant cannot, the Student-at-law is a temporary position as students serve under Articles for only one year. The Legal Assistant would be a continuous position creating the advantages of continuity and experience.



Also, when a Student-at-law is employed, the department has certain obligations with regard to education and training of the Student-at-law which must be carried out at the expense of Solicitors time.

The elimination of this position will save \$29,967.28 (including benefits) in the 1989 budget year. This sum is contained within the current departmental budget.

#### Use of Budgetary savings for computerization

The approximate total salaries and benefits of the positions to be eliminated is \$39,767.28 in 1989. The maximum salary benefits proposed for the Legal Assistant is \$13,030.27 for September to December 31st, 1989. The savings entailed in this proposal is therefore estimated at \$26,737.00 in 1989.

The Legal Department currently has seven (7) computers to serve an authorized complement of nine Solicitors, one Administrative Assistant, 10 Stenographers, and the Receptionist. If funds are available the Department would propose to obtain a computer and proper workstation for each secretary and the Administrative Assistant. Further, we would propose to obtain a computer for the Law Library to be used for computerized legal research and by the Legal Assistant. Finally, if funds still remain, we would propose to establish a pilot project to evaluate the use of computers by the Solicitors with network connections between the Solicitor's computer and the Solicitor's secretary's computer.

We have been advised by Mr. Hindson, Manager, Information Systems, that there is very little chance that our department will receive the necessary computers through his department as their budget is virtually exhausted for 1989. Mr. Hindson has also advised us that if we have funds in our budget for the leasing of computers these computers can be obtained in very short order, perhaps within two weeks of our authorization to obtain them.

We have discussed the cost of leasing with Mr. Hindson and it appears that, if the proposed account for computerization is established, we will have no difficulty in funding the computers and work stations required as set out above.

Obtaining these computers will enable us to improve the efficiency of the Department through the use of computerized precedents for Contracts, Real Estate forms, Leases, Court Pleadings, computerized legal research, computer inventory of precedents and files etc.



Implications of proposed amalgamation with Regional Legal Services

The proposed recommendation should be carried out whether or not the City Legal Department is to be amalgamated with the Regional Legal Services. If amalgamation is not to go forward the changes are necessary for the improved efficiency of the City Legal Department.

If the City Legal Department is to be amalgamated with Regional Legal Services the computers and workstations will still be necessary and will be transferred to Regional Legal Services.

Further, the Legal Assistant would still be a valuable and necessary adjunct to the work carried on by the Solicitors. If the departments are to be amalgamated the result would be that there would be two Legal Assistants within the amalgamated department to provide services to all of the solicitors. This ratio of legal assistants to solicitors would still be far lower than that which is typically seen in private practice law firms.

As a result, the proposal is a positive one whether the amalgamation of the departments is to proceed or not.

CONCLUSION

The proposed changes are a self funding route to increased efficiency of the department. The computerization of the Legal Department and the hiring of a Legal Assistant will both lead to increased efficiency and better use of the time of the solicitors in the department.

- c.c. Mr. L. Sage, Chief Administrative Officer
- c.c. Mr. E. Matthews, Treasurer
- c.c. Mr. John Johnston, Commissioner, Human Resources
- c.c. Mr. J. Hindson, Manager, Information Systems.



3a

F O R   A C T I O N

AUG 18 1989

DATE: August 17, 1989

REPORT TO: Ms. S. K. Reeder  
Secretary, Personnel Committee

FROM: John Johnston  
Commissioner, Human Resources Centre

SUBJECT: City Legal Department - Legal Assistant

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RECOMMENDATION:

That the new position of Legal Assistant be approved and established in Level "O" of the Non-Union Salary Schedule.

<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>RANGE</u>
Legal Assistant	Reporting to the City Solicitors, provide research assistance, library management and other administrative support duties.	"O"	\$28,922 to \$33,992

FINANCIAL IMPLICATIONS:

The action recommended will not incur additional costs as it will be funded through the attrition of two positions, namely, Stenographer IV and Student-at-law which are deemed redundant.

---

John Johnston  
Commissioner, Human Resources Centre







FOR ACTION

4.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. John Johnston  
Commissioner of Human Resources

DATE: 1989 August 14  
COMM FILE:  
DEPT FILE: C-040-89

SUBJECT: Appointments to and Terminations from Permanent positions with the Corporation to August 14, 1989.


RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

  
\_\_\_\_\_  
J. Johnston



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Edward R. Arnold	Driveway Control Officer (N)	Traffic	Replacing Mr. E. Stadnik - deceased	\$32,149.52 to \$37,911.12	\$33,532.20 per annum (2 of 5)	28/06/89
Mr. Michael J. Atkinson	Platoon Chief (C-12)	Fire	Replacing Mr. K. Winning - retired	\$56,738.75	\$56,738.75 per annum	25/06/89
Ms. Tara-Lea Beaudoin	Program Organizer (A-7)	Culture & Recreation	Replacing Ms. L. Lowry - promoted	\$25,749.36 to \$31,516.16	\$25,749.36 per annum (1 of 5)	04/07/89
Mr. William Belmore	Concrete Finisher (Districts) (D-8)	Public Works	Replacing Mr. S. Novara - transferred	\$27,362.40 to \$27,778.40	\$27,362.40 per annum (1 of 2)	17/07/89
Mr. Frederick Boumeester	Motor Mechanic (D-17)	Central Garage (division of Public Works)	Replacing Mr. P. Morosin - promoted	\$32,878.56 to \$33,294.56	\$33,294.56 per annum (2 of 2)	24/07/89
Mr. Richard Canfor	Tree Climber (D-9)	Public Works	Replacing Mr. I. MacKenzie - promoted	\$27,532.96 to \$27,948.96	\$27,532.96 per annum (1 of 2)	10/07/89
Ms. Kathleen Christie	Stenographer (I) (E-5)	City Solicitor's	Additional Staff approved in the 1989 Budget	\$22,432.80 to \$25,221.56	\$25,221.56 per annum (4 of 4)	03/08/89
Mr. David Christopher	Fire Safety Officer (C-7A)	Fire	Replacing Mr. M. Tratch - transferred	\$44,429.54	\$44,429.54 per annum	28/06/89

Prepared 14/08/89



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Emilio De Marco	Concrete Finisher (Districts) (D-8)	Public Works	Replacing Mr. E. Botas - resigned	\$27,362.40 to \$27,778.40	\$27,778.40 per annum (- of 2)	17/07/89
Mr. Michael Derby	Asphalt Raker (D-9)	Public Works	Replacing Mr. J. Lavigne - resigned	\$27,532.96 to \$27,948.96	\$27,948.96 per annum (2 of 2)	10/07/89
Mr. Raimondo DiPillippo	Asphalt Raker (D-9)	Public Works	Additional Staff approved in the 1989 Budget	\$27,532.96 to \$27,948.96	\$27,532.96 per annum (1 of 2)	17/07/89
Mr. Franklin Edwards	Supervisor, Technical Systems Services	Information Systems	New position approved by City Council 08/11/89	\$47,820.76 to \$56,347.72	\$56,347.72 per annum (5 of 5)	10/07/89
Mr. Gerald Forbes	Traffic Design Engineer (K)	Traffic	Additional Staff approved in the 1989 Budget	\$40,330.68 to \$47,474.96	\$40,330.68 per annum (1 of 5)	04/07/89
Mr. Patrick Gallagher	Lieutenant (C-7)	Fire	Replacing Mr. C. Speight - promoted	\$44,429.54	\$44,429.54 per annum	14/05/89
Ms. Sandra L. Gruba	Box Office Clerk (6)	Copps Coliseum (division of H.E.C.F.I.)	Replacing Ms. M. Murray - promoted	\$19,243.64	\$19,243.64 per annum	31/07/89

Prepared 14/08/89



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Bernard Hearty	Grinder Operator (D-11)	Public Works	Additional Staff approved in the 1989 Budget	\$28,025.92 to \$28,441.92	\$28,441.92 per annum (2 of 2)	26/06/89
Mr. Dennis E. Hobbins	Tree Climber (D-9)	Public Works	Additional Staff approved in the 1989 Budget	\$27,532.96 to \$27,948.96	\$27,532.96 per annum (1 of 2)	24/07/89
Mr. Thomas Howard	Garbageman/Woman (D-8)	Public Works	Replacing Mr. P. Staats - resigned	\$27,362.40 to \$27,778.40	\$27,778.40 per annum (2 of 2)	24/07/89
Mr. Michael N. Korotash	Asphalt Raker (D-9)	Public Works	Additional Staff approved in the 1989 Budget	\$27,532.96 to \$27,948.96	\$27,532.96 per annum (1 of 2)	17/07/89
Ms. Irene E. Kovacs	Events Co-ordinator (12)	Convention Centre (division of H.E.C.F.I.)	Replacing Ms. M. Hercus - resigned	\$28,778.88	\$28,778.88 per annum	03/07/89
Mr. Brian Loreto	Solicitor II (H)	City Solicitor's	Replacing Mr. R. Roszell - resigned	\$49,664.68 to \$58,536.92	\$53,928.16 per annum (3 of 5)	25/07/89
Mr. Gary MacDonald	Lieutenant (C-7)	Fire	New Position approved in the 1989 Budget	\$44,429.54	\$44,429.54 per annum	02/07/89

Prepared 14/08/89



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. John L. Martin	Lieutenant (C-7)	Fire	Replacing Mr. R. L. Divinski - promoted	\$44,429.54	\$44,429.54 per annum	23/07/89
Mr. James Melnyk	Lieutenant (C-7)	Fire	Replacing Mr. J. Warden - promoted	\$44,429.54	\$44,429.54 per annum	14/05/89
Ms. Ann Moffatt	Typist Clerk II (E-2)	Treasury	Replacing Ms. S. Rotondi - promoted	\$18,718.44 to \$20,165.60	\$18,718.44 per annum (1 of 3)	31/07/89
Mr. Callum B. Neill	Fire Inspector III (N-3/A)	Fire	Replacing Mr. D. Christopher - promoted	\$32,854.98	\$32,854.98 per annum	31/07/89
Ms. Shelly Parry	Stenographer IV (E-2)	City Clerk's	Additional Staff approved in the 1989 Budget	\$18,718.44 to \$20,165.60	\$18,718.44 per annum (1 of 3)	03/07/89
Mr. Remigio Passalacqua	Asphalt Raker (D-9)	Public Works	Replacing Mr. R. Heemskerk - terminated	\$27,532.96 to \$27,948.96	\$27,948.96 per annum (2 of 2)	10/07/89
Mr. Douglas Pickard	Draftsman/Woman III (A-3)	Building	Replacing Mr. G. Robis - promoted	\$21,739.64 to \$24,686.36	\$21,739.64 per annum (1 of 4)	22/06/22

Prepared 14/08/89



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Mark Prime	Truck Driver (Parks) (D-7)	Public Works	Replacing Mr. J. Leggett - terminated	\$27,202.24 to \$27,618.24	\$27,618.24 per annum (2 of 2)	10/07/89
Mr. Thomas Root	Tree Climber (D-9)	Public Works	Additional Staff approved in the 1989 Budget	\$27,532.96 to \$29,948.96	\$27,532.96 per annum (1 of 2)	12/07/89
Ms. Sheila Rotondi	Licence Clerk (A-3)	City Clerk's	Additional Staff approved in the 1989 Budget	\$21,739.64 to \$24,896.36	\$21,739.64 per annum (1 of 4)	26/06/89
Mr. Gordon Scott	Lieutenant (C-7)	Fire	Replacing Mr. Wm. G. Mitchell - retired	\$44,429.54	\$44,429.54 per annum	30/07/89
Ms. Susan D. Smith	Clerk Typist III (E-1)	Culture & Recreation	Replacing Ms. S. Delangis - resigned	\$17,787.64 to \$19,121.96	\$17,787.64 per annum (1 of 3)	10/07/89
Mr. John Spolnik	Building Inspector (A-12)	Building	Replacing Mr. G. McManus - terminated	\$32,425.64 to \$38,041.12	\$32,425.64 per annum (1 of 5)	31/07/89
Mr. G. Kenneth Thompson	Solicitor IV (L)	City Solicitor's	Additional Staff approved in the 1989 Budget	\$36,989.16 to \$43,557.28	\$43,557.28 per annum (1 of 5)	31/07/89

Prepared 14/08/89



THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Ms. Julie Adanson	Clerk Typist I	Information Systems	Resigned	1 year, 3 months	04/08/89
Ms. Evelyn Auchinvole	Stenographer IV	City Solicitor's	Resigned	7 months	11/07/89
Mr. G. Beimers	Litter Truck Driver	Public Works	Terminated	2 1/2 months	14/07/89
Mr. Peter Christie	Foreman II (Beautification)	Public Works	Resigned	10 years, 10 months	11/08/89
Mr. Alex Gibson	Fire Fighter	Fire	Terminated	16 years, 11 months	08/14/89
Ms. Sharon Lucking	Stenographer IV	Central Garage (division of Public Works)	Resigned	2 years, 7 months	11/07/89
Mr. Wayne Milmine	Tree Climber	Public Works	Resigned	3 years, 6 months	19/07/89
Mr. Rand C. Roszell	Solicitor II	City Solicitor's	Resigned	5 years, 11 months	07/07/89
Mr. Ken Rouff	City Solicitor	City Solicitor's	Retired	31 years, 10 months	31/07/89
Ms. Barbara Thompson	Stenographer III	Building	Resigned	7 years, 10 months	03/08/89

Prepared 14/08/89







FOR ACTION

5.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

DATE: 1989 August 3

COMM FILE:

DEPT FILE: C10-4-89

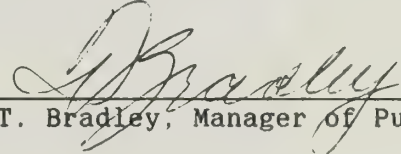
AUG 3 1989

SUBJECT: SUPPLY AND DELIVERY OF FIRE HOSE, HAMILTON FIRE DEPARTMENT

RECOMMENDATION:

That a purchase order be issued to C. E. Hickey & Sons Ltd., Hamilton, in the amount of \$10,558 for the supply and delivery of Fire Hose for the Hamilton Fire Department in accordance with specifications issued by the Manager of Purchasing and Vendor's Quotation.

NOTE: Lowest of eight (8) quotations received. Funds provided in Replace Hose and Related Equipment Account CH58007 48001.

  
T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

BACKGROUND: Quotation Analysis

C. E. Hickey & Sons Ltd., Hamilton	\$10,558.00
Safety Supply Canada Ltd., Richmond Hill	12,750.56
Cronin Fire Equipment, Hamilton	13,075.00
Hamilton Fire Control, Hamilton	13,284.00
Industrial Hose & Hydraulic, Hamilton	13,570.00
Regional Hose & Supply, Hamilton	14,781.20
Leslie Fire Truck, Woodstock	14,856.00
Angus Fire Armour, Toronto	6,869.60 *

\* Incomplete-Only bid 34 of the 58 items required.







Corporation of the City of Hamilton  
Memorandum

6.

\*\*\*\*\*

TO: Mrs. Susan K. Reeder  
Secretary, Personnel Committee

FROM: Mrs. S. Glover, Secretary  
Mayor's Race Relations Committee

SUBJECT: Workforce Survey - Women and Visible  
Minorities in the City of Hamilton  
Workforce

YOUR FILE:

OUR FILE:

PHONE: 3993

DATE: 1989 August 4

AUG 9 1989

At its meeting on Friday, 1989 July 28, the Mayor's Race Relations Executive Committee received the following reports:

- (a) Report of the Commissioner of Human Resources dated 1989 July 6 respecting Workforce Survey - Women and Visible Minorities in the City of Hamilton Workforce, and
- (b) Report of the Commissioner of Human Resources dated 1989 July 13 respecting Status of Visible Minorities and Women in the Workforce - Human Resources Centre.

The Committee agreed as follows:

1. That thanks be extended to the Personnel Committee for the above two reports.
2. That, while the Mayor's Race Relations Executive Committee is happy with the information provided with regard to status of visible minorities and women in the workforce - Human Resources Centre, they would still like to receive the following information:
  - (a) Plans in terms of goals and timetables (not quotas) for hiring, programming and training visible minorities within the Human Resources Centre.
  - (b) Efforts the Human Resources Centre is making to ensure that the composition of the Departmental workforce is representative of the community.
  - (c) An explanation on how the category "black" is defined in the statistical information.

SG/jc

*S. M. Glover*



Mrs. Susan K. Reeder  
Re: Workforce Survey

... 2

cc: Mayor R.M. Morrow, Co-Chairman  
Mayor's Race Relations Committee

Professor H. Jain, Co-Chairman  
Mayor's Race Relations Committee

Mr. J. Johnston, Commissioner of Human Resources

Mr. D. Carson, Mayor's Executive Assistant



LIST OF OUTSTANDING COMMITTEE ITEMS

PERSONNEL COMMITTEE

7.

<u>ITEM</u>	<u>ORIGINAL DATE</u>	<u>ACTION</u>	<u>STATUS</u>
Establishing Procedure for Exit Interviews	1988 June 22	Commissioner of Human Resources	Pending Report
Child Care for Regional and City Employees	1989 January 26	Alderman Christopherson	Pending Report
Firefighters Report	1988 November 23	Fire Chief and Commissioner of Human Resources	Pending Report
Review and presentation to Committee of Department Policies and Procedures	1988 December 20 (Chairman)	Commissioner of Human Resources	Pending Report
		Fire Chief	Pending Report
		City Solicitor	Pending Report
Tour of Fire Stations	1989 January 25	Chief Saltmarsh Committee Secretary	Tour to be arranged for Fall 1989
Presentation on Employment Equity	1989 February 22	Speaker - To be determined	For a future meeting
Details on cost charged for water rates for fire hydrants	1989 February 22	City Treasurer	Pending Report
Discussion on using commemorative names on Fire Stations instead of current numbering system.	1989 May 24 & 1989 June 21	Fire Chief	Pending Report
Reclassifications - Solicitor's - City Solicitor's Office	1989 May 24	Commissioner of Human Resources	Pending Report







Pilot Project - Use of defibrilators - Fire Department	1989 July 19	Fire Chief	Status Report to be presented to Committee as project progresses.
Possibility of Regionalizing Fire Services	1989 July 19	Fire Chief	Pending Report
Recommendation on a revised Policy and Procedure for Job Posting	1989 July 19	Commissioner of Human Resources	Pending Report for 1989 September meeting
Revisions to Procedural By-law on selection of positions beneath the level of Dept. Head	1989 July 19	C.A.O.	Pending Report







E. A. SIMPSON  
CITY CLERK  
  
K. E. AVERY  
DEPUTY CITY CLERK



*Ms. J. McAnnaman  
Chief Librarian*

CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

## THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 August 18th

### NOTICE OF MEETING

Personnel Committee  
Wednesday, 1989 August 23rd  
9:30 o'clock a.m.  
Room 233, City Hall

URBAN MUNICIPAL  
AUG 24 1989  
GOVERNMENT DOCUMENTS

*Susan K. Reeder*  
Susan K. Reeder  
Secretary

SKR:dbm

### A G E N D A

1. Chairman's Remarks.
2. Minutes of the meetings held Wednesday, 1989 July 19th.

### CITY SOLICITOR

3. Legal Assistant - Computerization.
  - (a) Commissioner of Human Resources - Pay Grade Assignment.

### COMMISSIONER OF HUMAN RESOURCES

4. Appointments to and Terminations from Permanent Positions with the Corporation to 1989 August 14.

### MANAGER OF PURCHASING

5. Supply and Delivery of Fire Hose, Hamilton Fire Department.







MAYOR'S RACE RELATIONS COMMITTEE

6. Workforce Survey - Women and Visible Minorities in the City of Hamilton Workforce.

INFORMATION ITEMS

7. List of Outstanding Committee Items.
8. Other Business.

IN-CAMERA AGENDA

- A. Minutes of the In-Camera Meeting held Wednesday, 1989 July 19th and Monday, 1989 August 14th.

COMMISSIONER OF HUMAN RESOURCES

- B. City of Hamilton Employee Assistance Programme.

INFORMATION ITEMS

- C. Director of Public Works - Promotions within the Public Works Department.
- D. Other Business.
- E. Adjournment.









E. A. SIMPSON  
CITY CLERK

K. E. AVERY  
DEPUTY CITY CLERK

CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

## THE CORPORATION OF THE CITY OF HAMILTON

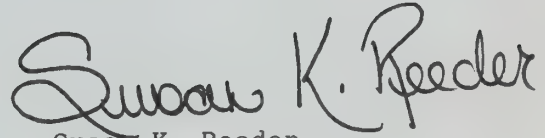
OFFICE OF THE CITY CLERK

CA4 ON HBL AOS  
C51P2  
1989

1989 September 15th

### NOTICE OF MEETING

Personnel Committee  
Wednesday, 1989 September 20th  
9:30 o'clock a.m.  
Room 233, City Hall

  
Susan K. Reeder  
Secretary

SKR:dbm

### A G E N D A

1. Chairman's Remarks.
2. Minutes of the meetings held Wednesday, 1989 August 23rd.

### COMMISSIONER OF HUMAN RESOURCES

3. Appointments to and Terminations from Permanent Positions with the Corporation to 1989 September 7th.
4. Contract Employment - Mr. J. Syty, Public Works Department.
5. Title Changes - Heads of Departments.
6. Budget Analyst - Treasury Department.
7. Performance Excellence Program.

URBAN MUNICIPAL  
SEP 18 1989  
GOVERNMENT DOCUMENTS









INFORMATION ITEMS

8. Fire Chief - Fire Prevention Week - 1989 October 8-14 and Official Unveiling of the Hamilton Fire Department's New Hazardous Materials/Command Post, 1989 October 6th.
9. Hamilton Professional Fire Fighters Association - Annual Pensioners Banquet.
10. List of Outstanding Committee Items.

IN-CAMERA AGENDA

- A. Minutes of the In-Camera Meeting held Wednesday, 1989 August 23rd.

COMMISSIONER OF HUMAN RESOURCES

- B. Local 1041 Negotiations (no copy).
- C. Fire Fighters Negotiations (no copy).
- D. Personnel - Fire Department (no copy).
- E. Pay Equity/Job Evaluation Progress Report.
- F. Other Business.

11. Other Business.

12. Adjournment.







2.

Wednesday, 1989 August 23  
9:30 o'clock a.m.  
Room 233, City Hall

The Personnel Committee met.

There were present: Alderman T. Jackson, Vice-Chairman  
Mayor Robert M. Morrow  
Alderman T. Cooke  
Alderman T. Murray  
Alderman D. Agostino  
Alderman J. Gallagher

Regrets: Alderman B. Hinkley, Chairman - A.M.O. Conference  
Alderman V. Agro - A.M.O. Conference  
Alderman D. Christopherson - A.M.O. Conference

Also present: Mr. L. Sage, Chief Administrative Officer  
Mrs. D. Jones, Acting Commissioner of Human  
Resources  
Mrs. E. Bourns, Human Resources Centre  
Mr. P. Barkwell, City Solicitor's Office  
Mr. D. Powers, City Solicitor's Office  
Deputy Fire Chief Fitzpatrick  
Mrs. Susan K. Reeder, Secretary

The Committee was in receipt of an article forwarded to them from the Chairman entitled "Food for Thought.....A Make-Believe (But Possible) Story". The Committee agreed to RECEIVE this information.

Information  
Article.

The Committee was in receipt of the minutes of their meeting held Wednesday, 1989 July 19 and agreed to APPROVE these minutes.

Minutes - 1989 July 19.

The Committee was in receipt of a report from the Acting City Solicitor dated 1989 August 9, respecting Support Staff - Legal Assistant - Computerization.

Support Staff -  
Legal Assistant -  
Computerization.

The Committee APPROVED the following:

- (a) That the position of Legal Assistant, City Solicitor's Office with a salary range to be established and classified by Human Resources, BE ESTABLISHED.
- (b) That the position of Stenographer IV (co-receptionist), City Solicitor's Office with an annual salary of \$18,625.52, plus benefits, BE DECLARED REDUNDANT.
- (c) That the position of Student-at-law, City Solicitor's Office with an annual salary of \$26,058.50, plus benefits, BE DECLARED REDUNDANT.
- (d) That the resulting salary savings BE ASSIGNED to a special account for immediate acquisition of computers, computer workstations and office equipment for the Legal Department.

NOTE: The new position of Legal Assistant and the funds for computerization of the department will be funded through the attrition of the two positions to be declared redundant.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 August 17, respecting the Salary Grade for a Legal Assistant - City Legal Department.

Salary Grade - Legal  
Assistant - City  
Legal Department.

The Committee APPROVED the following:



That the new position of Legal Assistant, City Solicitor's Office BE APPROVED AND ESTABLISHED in Level "O" of the Non-Union Salary Schedule.

<u>Position Title</u>	<u>Function</u>	<u>Grade</u>	<u>Range</u>
Legal Assistant	Reporting to the City Solicitors, "O" provide research assistance, library management and other administrative support duties.		\$28,922. to \$33,992.

NOTE: The action recommended will not incur additional costs as it will be funded through the attrition of two positions, namely Stenographer IV and Student-at-law which are deemed redundant.

Appointments to  
and Terminations  
from Permanent  
Positions with  
the City to  
1989 August 14.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 August 14, respecting Appointments to and Terminations from Permanent positions with the Corporation of the City of Hamilton to 1989 August 14.

The Committee APPROVED the following:

That the Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton to 1989 August 14, as attached herewith and marked Appendix "A", BE APPROVED.

Supply and Delivery  
of Fire Hose,  
Hamilton Fire Dept.

The Committee was in receipt of a report from the Manager of Purchasing dated 1989 August 3, respecting the Supply and Delivery of Fire Hose, Hamilton Fire Department.

The Committee APPROVED the following:

That a purchase order BE ISSUED to C. E. Hickey & Sons Ltd., Hamilton, in the amount of \$10,558. for the supply and delivery of Fire Hose for the Hamilton Fire Department in accordance with specifications issued by the Manager of Purchasing and Vendor's Quotation.

NOTE: Lowest of eight (8) quotations received. Funds provided in Replace Hose and Related Equipment Account #CH58007 48001.

Workforce Survey -  
Women and Visible  
Minorities in  
the City of  
Hamilton Workforce.

The Committee was in receipt of a memorandum from the Mayor's Race Relations Committee dated 1989 August 4, respecting Workforce Survey - Women and Visible Minorities in the City of Hamilton Workforce.

The Chairman indicated that as per the Mayor's request, this item is to be WITHDRAWN from the Agenda at this time.

List of Outstanding  
Committee Items.

The Committee was in receipt of a List of Outstanding Committee Items for the Personnel Committee and agreed to RECEIVE this information.

IN CAMERA

The Committee then moved into an IN CAMERA session to discuss matters of a Personal and Confidential nature.



The Committee then moved out of their IN CAMERA session and into regular session and APPROVED the following recommendation:

- (a) That the contract between Family Services of Hamilton-Wentworth, Inc. and the Corporation of the City of Hamilton to provide services for the City of Hamilton Employee Assistance Program for the period 1989 September 1 to 1989 December 31, BE APPROVED; and
- (b) That the Finance Committee recommend to City Council the method of financing the increased cost.

NOTE: 1989 - 30% increase over previous contract \$3,150. over 1989 approved budget (\$17,500. per annum).

There being no further business, the meeting then adjourned.

Taken as read and approved;

ALDERMAN T. JACKSON, ACTING CHAIRMAN  
PERSONNEL COMMITTEE

Susan K. Reeder  
Secretary  
1989 August 23

Employee Assistance  
Program - increase  
in cost of providing  
service to City  
employees.

Adjournment.







FOR ACTION

3.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. John Johnston  
Commissioner of Human Resources

DATE: 1989 September 7  
COMM FILE:  
DEPT FILE: C-043-89

SUBJECT: SEP 8 1989  
Appointments to and Terminations from Permanent positions with the Corporation to September 7, 1989.

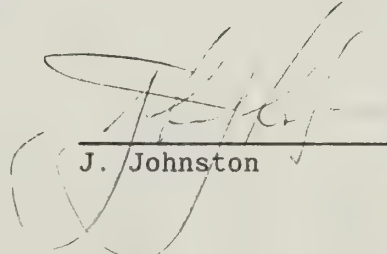
RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

  
\_\_\_\_\_  
J. Johnston



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Dave Adames	Head Historical Interpreter (O)	Culture & Recreation	Replacing Ms. K. Killins - resigned	\$28,922.92 to \$33,992.92	\$28,922.92 per annum (1 of 5)	21/08/89
Ms. Peggy Brown	Administrative Assistant II (O)	Mayor's Office	Replacing Ms. G. Stupple - resigned	\$28,922.92 to \$33,992.92	\$28,922.92 per annum (1 of 5)	01/09/89
Ms. Lorraine Clairmont	Stenographer II (E-3)	Building	Replacing Ms. S. Johnson - promoted	\$19,956.04 to \$21,559.72	\$19,956.04 per annum (1 of 3)	21/08/89
Mr. James Crechlola	Traffic Serviceman/Woman II (A-3)	Traffic	Replacing Mr. S. Doan - promoted	\$21,739.64 to \$24,696.36	\$21,739.64 per annum (1 of 4)	21/08/89
Ms. Barbara E. Dawson	Stenographer I (E-5)	City Solicitor's	Replacing Ms. L. Brown - resigned	\$22,432.80 to \$25,221.56	\$23,300.68 per annum (2 of 4)	28/08/89
Mr. Steven Doan	Traffic Serviceman I (A-4)	Traffic	Replacing Mr. C. Czarnecki - retired	\$23,305.36 to \$26,269.36	\$24,874.72 per annum (3 of 5)	21/08/89
Mr. Lorne Farr	Solicitor III (J)	City Solicitor's	Replacing Mr. B. Loreto - promoted	\$45,747.00 to \$53,928.16	\$45,747.00 per annum (1 of 5)	07/08/89
Mr. Frank Firmani	Mechanic	Fire	Additional Staff Approved in the 1989 Budget	\$42,389.30	\$42,389.30 per annum	10/07/89

Prepared 07/09/89



THE CORPORATION THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Richard Freedman	Custodian (B-2)	Culture & Recreation	Additional Staff Approved in the 1989 Budget	\$22,129.64 to \$23,871.64	\$22,129.64 per annum	28/08/89
Mr. George Gibbs	Hydraulic Backhoe Operator (D-11)	Public Works	Replacing Mr. L. White - retired	\$28,025.92 to \$28,441.92	\$28,441.92 per annum (2 of 2)	08/21/89
Mr. Thomas R. Gleeson	Maintenance Assistant (6)	Convention Centre (division of H.E.C.F.I.)	Replacing Mr. R. Grubb - transferred	\$19,243.64	\$19,243.64 per annum	29/08/89
Mr. Robert Grubb	Custodian (B-2)	Culture & Recreation	Replacing Mr. F. Milsome - retired	\$22,129.64 to \$23,871.64	\$22,129.64 per annum (1 of 2)	07/08/89
Ms. Florence Hourigan	Stenographer IV (E-2)	Central Garage (division of Public Works)	Replacing Ms. S. Lucking - resigned	\$18,718.44 to \$20,165.60	\$18,718.44 per annum (1 of 3)	11/07/89
Mr. Ian G. Johnson	Electrical/Electronic Technician (M-17)	Central Utility Plant (division of H.E.C.F.I.)	Replacing Mr. G. Chung - retired	\$34,611.20	\$34,611.20 per annum	28/08/89
Mr. Kevin Johnson	Street Sweeper Operator (D-9)	Public Works	Replacing Mr. F. Loft - transferred	\$27,532.96 to \$27,948.96	\$27,948.96 per annum (2 of 2)	28/08/89

Prepared 07/09/89



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Ms. Sandra J. Johnson	Events Secretary (7)	Convention Centre (division of H.E.C.F.I.)	Replacing Ms. I. Kovacs - promoted	\$20,280.52	\$20,280.52 per annum	07/08/89
Mr. Richard Jones	Traffic Serviceman/ Woman II (A-3)	Traffic	Replacing Mr. J. Sadauskas - promoted	\$21,739.64 to \$24,696.36	\$21,739.64 per annum (1 of 4)	21/08/89
Mr. Donald A. King	Tree Climber (D-9)	Public Works	Replacing Mr. A. Chowchun - resigned	\$27,532.96 to \$27,948.96	\$27,532.96 per annum (1 of 2)	08/08/89
Mr. Peter C. Lampman	Deputy Building Commissioner (F)	Building	Replacing Mr. L. King - promoted	\$57,385.12 to \$67,525.12	\$62,224.24 per annum (3 of 5)	31/07/89
Mr. William Leonard	Supervisor, Business Applications Systems (I)	Information Systems	New Position Approved by Council 08/11/88	\$47,820.76 to \$56,347.72	\$56,347.72 per annum (5 of 5)	24/07/89
Mr. Gabe Macaluso	Managing Director/ Chief Executive Officer (26)	H.E.C.F.I.	Replacing Mr. B. Conacher - resigned	\$90,000.04	\$90,000.04 per annum	14/08/89
Ms. Annamarie Martineau	Dispatcher (G-3)	City Clerk's	Replacing Mr. G. Ritchie - retired	\$23,564.84 to \$26,124.80	\$23,564.84 per annum (1 of 4)	26/08/89
Ms. Diane May	Stenographer I (E-5)	City Solicitor's	Replacing Ms. E. Davis - resigned	\$22,432.80 to \$25,221.56	\$25,221.56 per annum (4 of 4)	21/08/89

Prepared 07/09/89



## THE CORPORATION OF THE CITY OF HAMILTON

## APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Ms. Mary J. Murray	Secretary-Hamilton Place (8)	Hamilton Place (division of H.E.C.F.I.)	Replacing Ms. M. Atwood - promoted	\$21,317.92	\$21,317.92 per annum	31/07/89
Mr. Doug J. Quinlan	Tree Climber (D-9)	Public Works	Additional Staff approved in the 1989 Budget	\$27,532.96 to \$27,948.96	\$27,532.96 per annum (1 of 2)	14/08/89
Mr. Joseph Sadauskas	Traffic Serviceman/ Woman II (A-3)	Traffic	Replacing Mr. D. Clarke - promoted	\$21,739.64 to \$24,696.36	\$24,696.36 per annum (4 of 4)	21/08/89
Ms. Karen Smith	Clerk Typist III (E-1)	Real Estate (division of Property)	Replacing Ms. S. Parry - promoted	\$17,787.64 to \$19,121.96	\$17,787.64 per annum (1 of 3)	21/08/89
Mr. Joseph G. Spiller	Accountant - Housing (L)	Treasury	Additional Staff approved in the 1989 Budget	\$36,989.16 to \$43,557.28	\$36,989.16 per annum (1 of 5)	21/08/89
Mr. William J. Thomson	Traffic Serviceman/ Woman II (A-3)	Traffic	Replacing Mr. C. Van Berkel - promoted	\$21,739.64 to \$24,696.36	\$21,739.64 per annum (1 of 4)	21/08/89

Prepared 07/09/89



THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Ms. Lynda Brown	Stenographer I	City Solicitor's	Resigned	12 years	18/08/89
Mr. Rocco Coscarella	Tractor Operator	Public Works	Terminated	22 years	17/08/89
Ms. Elizabeth Davis	Stenographer I	City Solicitor's	Resigned	14 years, 6 months	25/08/89
Mr. James Guenther	Operator	Public Works	Retired	33 years, 4 months	31/08/89
Mr. Angelo Marcolini	House Plan Examiner and Draftsman	Building	Retired	21 years, 10 months	01/09/89
Mr. George S. Ritchie	Dispatcher	City Clerk's	Retired	5 years, 5 months	20/08/89

Prepared 07/09/89



4.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1989 September 8

COMM FILE:

DEPT FILE: C-041-89

SEP 8 1989

SUBJECT:  
Contract Employment - Mr. J. Syty, Public Works Department

RECOMMENDATION:

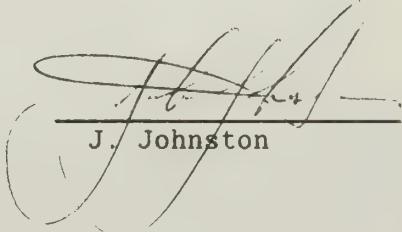
That Mr. Syty's services in the Public Works Department be contracted for a six-month period commencing April 1, 1990 and ending September 30, 1990.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

Mr. Syty will be retiring effective March 31, 1990. Both Mr. Syty and the Public Works Department are in agreement to have Mr. Syty continue on a temporary six-month basis. Mr. Syty's experience and expertise in his section are required by the Public Works Department during this period.

  
J. Johnston



Corporation of the City of Hamilton  
Memorandum

\*\*\*\*\*

TO: Doreen Jones, Manager  
Personnel Services

YOUR FILE:

FROM: Mr. D. Lobo  
Manager, Streets and Sanitation

OUR FILE: 89-1070  
PHONE: 526-4628

SUBJECT: Extension of Employment for Six Months

DATE: 1989 July 18

In response to your letter dated April 4, 1989, regarding the aforementioned topic, please be advised that Mr. J. Syty, Employee #86710P, is requesting a six-month extension after his due retirement occurring on March 31, 1990.

Due to constant pressure placed on Public Works by the Downtown promenade as well as B.I.A.'s for updated services in Litter Control methods, I am recommending retaining Mr. J. Syty for a six month period due to the fact that he has the expertise in this operation. Mr. J. Syty started with the Corporation on May 10, 1962.

Please proceed with routine policy and advise accordingly.

DL/jd

c.c.: Mr. J. Syty  
District #2



5.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1989 September 8  
COMM FILE:

DEPT FILE: C-046-89

SUBJECT:  
Title Changes - Heads of Departments

SEP 8 1989

RECOMMENDATION:

That the titles of the Heads of Departments be changed as follows:

Director of Community Development to Commissioner of Community Development  
Director of Culture and Recreation to Commissioner of Culture and Recreation  
Director of Information Systems to Commissioner of Information Systems  
Director of Property to Commissioner of Property  
Director of Public Works to Commissioner of Public Works  
City Solicitor to Commissioner of Legal Services  
Director of Traffic Services to Commissioner of Traffic Services  
City Treasurer to Commissioner of Finance and City Treasurer

and that:

The City Solicitor be directed to change any necessary by-laws to reflect these changes.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

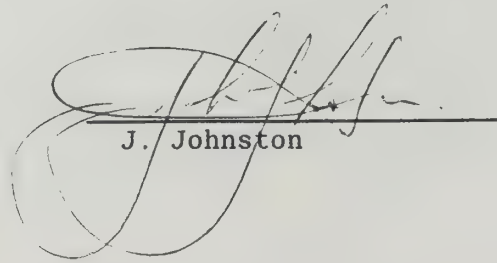
n/a

BACKGROUND:

The title of "Commissioner", rather than "Director", for the head of a City Department, will parallel the titling used in the Regional Municipality of Hamilton-Wentworth.



Recent recruiting experience indicates misunderstanding with respect to the status of a "Director" in our organization. In many municipal organizations, the term "Director" applies to second level management in a large department.



J. Johnston



6.

FOR ACTION

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1989 September 8  
COMM FILE:  
DEPT FILE: C-047-89

SUBJECT: Budget Analyst - Treasury Department

SEP 8 1989

RECOMMENDATION:

That the salary classification for the following non-union position in the Treasury Department be approved:

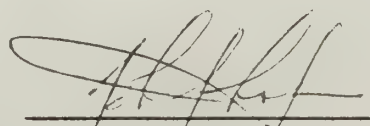
<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
Budget Analyst	To assist the Manager of Budgets in preparing and monitoring current budgets; compile annual user fee schedules for presentation to Committees and Council and to monitor revenues.	L	\$36,989-\$43,557

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

The request for this position was included in the proposed 1989 budget and approved by City Council on March 23, 1989.

BACKGROUND:

This position was created and approved in response to a need for assistance in preparing the current budget, and recommending annual user fee schedules.

  
\_\_\_\_\_  
J. Johnston







FOR ACTION

7.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. John Johnston  
Commissioner of Human Resources

DATE: 1989 September 13  
COMM FILE:  
DEPT FILE: C-048-89

SUBJECT:  
  
Performance Excellence Program

RECOMMENDATION:

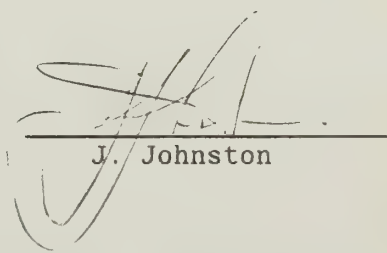
That a joint meeting of the Personnel Committee and the Finance and Personnel Committee of the Region be held at the call of the Chairmen.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

A joint City/Region Management Task Force will make a presentation on the Performance Excellence Program. The committee was advised of this program at its meeting of May 23, 1989. The Task Force has met and prepared a Program Design document which it will present.

  
\_\_\_\_\_  
J. Johnston







FOR INFORMATION

8.

REPORT TO: Personnel Committee

FROM: Chief L. G. Saltmarsh  
Hamilton Fire Department

DATE: 1989 September 7

COMM FILE:

DEPT FILE:

SUBJECT: FIRE PREVENTION WEEK OCTOBER 8-14, 1989

AND

OFFICIAL UNVEILING OF THE HAMILTON FIRE  
DEPARTMENT'S NEW HAZARDOUS MATERIALS/  
COMMAND POST, OCTOBER 6, 1989

BACKGROUND:

To officially kick off Fire Prevention Week (October 8-14), all members of Hamilton City Council are cordially invited to join Mayor R. Morrow and Regional Chairman R. Whynott in the official unveiling of the Hamilton Fire Department's new Hazardous Materials/Command Post, 10:00 a.m., Friday, October 6 in the forecourt of City Hall.

Also, the Hamilton Fire Department's Public Education Committee is currently working on a number of Fire Prevention Week activities which include: Open House at all Fire Stations on Thanksgiving, Monday, October 9; a series of 18 public school demonstrations over a two week period; a display at Limeridge Mall the week leading up to Fire Prevention Week; a week-long Industrial Fire School at the Department's Simulated Fire Rescue Complex for fire protection personnel in private industry; and a display at the Children's Museum.

*L. G. Saltmarsh*







# Hamilton Professional Fire Fighters Association

President

R. Bowman

Treasurer

Wm. Aitken



Secretary

L. Staples

SEP 11 1989

9.

August 30, 1989

Dear Sir;

On behalf of the Hamilton Professional Fire Fighters, I wish to extend an invitation for you to attend our Annual Pensioner's Banquet.

This year, the banquet is being held on Thursday, October 12, 1989. The dinner will be held at the Hillcrest, 510 Concession St., Hamilton.

Dinner will be served at 7:00 P.M., followed by an evening of Entertainment, and Fellowship.

We would like very much to have you come and enjoy this evening with us.

Yours sincerely,

  
Kim Lockhart  
Entertainment Chairman

RSVP By: September 31, 1989.

Kim Lockhart  
1476 Book Rd. W.,  
R.R. #1  
Jerseyville, Ontario,  
L0R 1R0







LIST OF OUTSTANDING COMMITTEE ITEMS

PERSONNEL COMMITTEE

10.

<u>ITEM</u>	<u>ORIGINAL DATE</u>	<u>ACTION</u>	<u>STATUS</u>
Establishing Procedure for Exit Interviews	1988 June 22	Commissioner of Human Resources	Pending Report
Child Care for Regional and City Employees	1989 January 26	Alderman Christopherson	Pending Report
Firefighters Report	1988 November 23	Fire Chief and Commissioner of Human Resources	Pending Report
Review and presentation to Committee of Department Policies and Procedures	1988 December 20 (Chairman)	Commissioner of Human Resources	Pending Report
		Fire Chief	Pending Report
		City Solicitor	Pending Report
Tour of Fire Stations	1989 January 25	Chief Saltmarsh Committee Secretary	Tour to be arranged for Fall 1989
Presentation on Employment Equity	1989 February 22	Speaker - To be determined	For a future meeting
Details on cost charged for water rates for fire hydrants	1989 February 22	City Treasurer	Pending Report
Discussion on using commemorative names on Fire Stations instead of current numbering system.	1989 May 24 & 1989 June 21	Fire Chief	Pending Report
Reclassifications - Solicitor's - City Solicitor's Office	1989 May 24	Commissioner of Human Resources	Pending Report







Pilot Project - Use of defibrillators - Fire Department	1989 July 19	Fire Chief	Status Report to be presented to Committee as project progresses.
Possibility of Regionalizing Fire Services	1989 July 19	Fire Chief	Pending Report
Recommendation on a revised Policy and Procedure for Job Posting	1989 July 19	Commissioner of Human Resources	Pending Report for 1989 October meeting
Revisions to Procedural By-law on selection of positions beneath the level of Dept. Head	1989 July 19	C.A.O.	Pending Report







E. A. SIMPSON  
CITY CLERK

K. E. AVERY  
DEPUTY CITY CLERK



MRS. J. McANANAMA  
CHIEF LIBRARIAN

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HAMILTON, ONTARIO  
L8N 3T4

## THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 September 15th

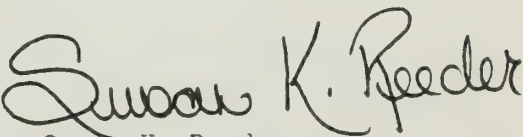
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1989

### NOTICE OF MEETING

Personnel Committee  
Wednesday, 1989 September 20th  
9:30 o'clock a.m.  
Room 233, City Hall

URBAN MUNICIPAL

GOVERNMENT DOCUMENTS

  
Susan K. Reeder  
Secretary

SKR:dbm

### A G E N D A

1. Chairman's Remarks.
2. Minutes of the meetings held Wednesday, 1989 August 23rd.

### COMMISSIONER OF HUMAN RESOURCES

3. Appointments to and Terminations from Permanent Positions with the Corporation to 1989 September 7th.
4. Contract Employment - Mr. J. Syty, Public Works Department.
5. Title Changes - Heads of Departments.
6. Budget Analyst - Treasury Department.
7. Performance Excellence Program.







INFORMATION ITEMS

8. Fire Chief - Fire Prevention Week - 1989 October 8-14 and Official Unveiling of the Hamilton Fire Department's New Hazardous Materials/Command Post, 1989 October 6th.
9. Hamilton Professional Fire Fighters Association - Annual Pensioners Banquet.
10. List of Outstanding Committee Items.

IN-CAMERA AGENDA

- A. Minutes of the In-Camera Meeting held Wednesday, 1989 August 23rd.

COMMISSIONER OF HUMAN RESOURCES

- B. Local 1041 Negotiations (no copy).
- C. Fire Fighters Negotiations (no copy).
- D. Personnel - Fire Department (no copy).
- E. Pay Equity/Job Evaluation Progress Report.
- F. Other Business.

11. Other Business.
12. Adjournment.







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1989

E. A. SIMPSON  
CITY CLERK

K. E. AVERY  
DEPUTY CITY CLERK



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## THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

*File with  
Personnel Com  
Agendas / 1989*

1989 September 22nd

URBAN MUNICIPAL  
SEP 21  
GOVT DOCUMENT

### NOTICE OF SPECIAL MEETING

Personnel Committee  
Tuesday, 1989 September 26th  
5:30 o'clock p.m.  
Room 233, City Hall

*Susan K. Reeder*  
Susan K. Reeder  
Secretary

DINNER WILL BE SERVED AT 5:00 O'CLOCK P.M.  
IN ROOM 233 FOR BOTH THE SPECIAL MEETING OF  
THE PERSONNEL COMMITTEE AND THE SPECIAL MEETING  
OF THE PLANNING AND DEVELOPMENT COMMITTEE.

SKR:dbm

### A G E N D A

1. Report of the Commissioner of Human Resources respecting Discharge Hearing. (no copy)







E. A. SIMPSON  
CITY CLERK

K. E. AVERY  
DEPUTY CITY CLERK



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HAMILTON, ONTARIO  
L8N 3T4

## THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 October 2nd

### NOTICE OF SPECIAL MEETING

Personnel Committee  
Tuesday, 1989 October 10th  
7:00 o'clock p.m.  
Room 233, City Hall

*Susan K. Reeder.*

Susan K. Reeder  
Secretary

SKR:dbm

### I N - C A M E R A    A G E N D A

#### CITY SOLICITOR

- (A) Mutually agreeable settlement of 1989 April, May, June, July, August accounts for Litigation Services with Ross & McBride.







E. A. SIMPSON  
CITY CLERK

K. E. AVERY  
DEPUTY CITY CLERK



MRS. J. McANANAMA  
CHIEF LIBRARIAN

110

## THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 October 19

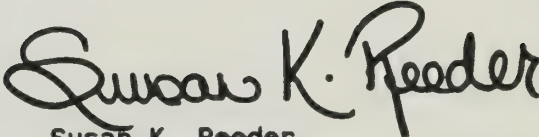
### NOTICE OF MEETING

Personnel Committee

Wednesday, 1989 October 25

9:30 o'clock a.m.

Room 233, City Hall

  
Susan K. Reeder  
Secretary

### A G E N D A

1. Chairman's Remarks

2. Minutes of the meetings held Wednesday, 1989 September 20 and Tuesday, 1989 October 10.

#### FIRE CHIEF

3. Use of Commemorative Names for Fire Stations instead of the current numbering system.

4. Fire Prevention Award to Inspector Connie Chudyk, Hamilton Fire Department (For Information)

HAMILTON MUNICIPAL  
GOVERNMENT DOCUMENTS







COMMISSIONER OF HUMAN RESOURCES

5. Public Works - Restructuring of Park Development Section
6. Contract Employment - Mr. E. Faris, Supervisor of Central Microfilming
7. Appointments to and Terminations from Permanent positions with the Corporation to 1989 October 11
8. Leave of Absence - Mark Andrechek, Public Works Department

ALDERMAN D. CHRISTOPHERSON

9. Update - Day Care Survey (For Information)

INFORMATION ITEMS

10. Summary of Revenues and Expenditures for the seven months ended 1989 August 31, compared with budget.
11. Listing of Outstanding Committee Items
12. Other Business

IN CAMERA AGENDA

- A. Minutes of the in camera meetings held Wednesday, 1989 September 20 and Tuesday, 1989 October 10
  - B. Pay Equity/Job Evaluation Progress Report
  - C. Other Business
- 
13. Adjournment







CA40NHBLA05  
C51P2

E. A. SIMPSON  
CITY CLERK

K. E. AVERY  
DEPUTY CITY CLERK



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## THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 October 19

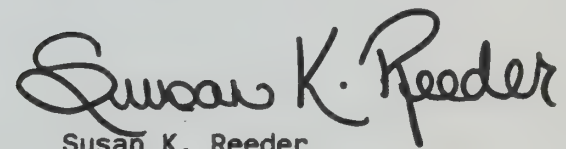
### NOTICE OF MEETING

Personnel Committee  
Wednesday, 1989 October 25  
9:30 o'clock a.m.  
Room 233, City Hall

URBAN MUNICIPAL

OCT 25

GOVERNMENT DOCUMENTS

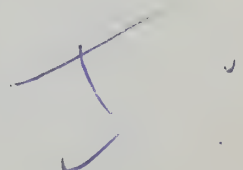
  
Susan K. Reeder  
Secretary

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COMMISSIONER OF HUMAN RESOURCES

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  - C. Other Business
- 
13. Adjournment







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## CREATE A SENSE OF URGENCY ..... THE X FACTOR

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George Washington University business researcher Peter Vaill, the pioneer scholar of a field called "high performing systems," says that the stellar outfits--whether Brownie troops or factories--all have a certain feel, or "aesthetic motivation." A U.S. Air Force general I know insists that the best air squadrons "hum." Similar words or expressions include "electric," "electricity in the air," "in synch."

Most of us "learned" about this phenomenon in grade school. Some classrooms "hum," are "electric," are "in synch." Most lack any such spark. So, too, with training departments, retail buying offices, and City Councils.

We must challenge everything, change everything, improve everything. We must become orders-of-magnitude, more responsive, implement thousands of individual and team suggestions each day just to keep up.

The necessity of learning to love change is mandatory. We must create organizational fluidity--i.e., love of change (and the ability to make changes) by everyone. They range from the power of information provided to the front-line workers, and the removal of excessive "layers" of structure, to extensive worker training in how to solve problems and a straightforward call to evaluate everyone on the basis of how much he or she has, in fact, changed--and lately, to boot.

But even if you do all these things (an imposing challenge), there will still be something missing--an intangible (that maligned "soft" word) "X-factor": electricity, hum, hustle, or whatever else you choose to call it. This prescription urges you to add the "X-factor" to your organization, whether it's a small team in the traffic department or a large department within the city organization.

Well, just what is it? After all, this a book of practical suggestions. Allied-Signal, a then-sluggish firm embarking on a turnaround, ran advertisements a couple of years ago that featured otherwise stodgy-looking executives without suit jackets and with their shirt sleeves rolled up; the inscription read: "We mean business." I don't know what the ad's effect was (on customers or employees), but its flavour is to the point here. We must break out of the old moulds, and fast. Rolled-up sleeves are hardly the whole answer, but they do provide a hint.

Taken from the book "Thriving on Chaos".  
Paraphrased by Alderman Brian Hinkley

October, 1989







2.

Wednesday, 1989 September 20  
9:30 o'clock a.m.  
Room 233, City Hall

The Personnel Committee met.

There were present: Alderman B. Hinkley, Chairman  
Alderman T. Jackson, Vice-Chairman  
Alderman T. Cooke  
Alderman T. Murray  
Alderman D. Agostino  
Alderman D. Christopherson  
Alderman J. Gallagher  
Alderman V. Agro

Regrets: Robert M. Morrow - Civic Business

Also present: Mr. L. Sage, Chief Administrative Officer  
Mr. J. Johnston, Commissioner of Human Resources  
Deputy Fire Chief Fitzpatrick  
Mrs. A. Holmes, Human Resources  
Mr. L. Shouldice, Solicitor retained on the City's  
behalf.  
Mr. D. Brisbin, Solicitor retained on the City's  
behalf.  
Mr. B. McCannon, Human Resources  
Mrs. E. Bourns, Human Resources  
Mrs. Susan K. Reeder, Secretary

The Committee was in receipt of a hand-out distributed by the Chairman  
entitled "Train and Re-train" containing excerpts from the books  
entitled "Passion for Excellence" and "Thriving on Chaos".

The Committee was in receipt of the minutes of their meeting held  
Wednesday, 1989 August 23 and APPROVED these minutes.

The Committee was in receipt of a report from the Commissioner of Human  
Resources dated 1989 September 7, respecting Appointments to and  
Terminations from Permanent Positions with the Corporation of the City  
of Hamilton to 1989 September 7.

The Committee APPROVED the following:

That the appointments to and terminations from permanent positions  
with the Corporation of the City of Hamilton to 1989 September 7, as  
attached herewith and marked Appendix "A", BE APPROVED.

The Committee was in receipt of a report from the Commissioner of Human  
Resources dated 1989 September 8, respecting Contract Employment for Mr.  
J. Syty, Public Works Department.

The Committee APPROVED the following:

That Mr. J. Syty's services in the Public Works Department BE  
CONTRACTED for a six-month period commencing 1990 April 1 and ending  
1990 September 30.

NOTE: Mr. Syty will be retiring effective 1990 March 31. Both Mr.  
Syty and the Public Works Department are in agreement to have Mr.  
Syty continue on a temporary six-month basis. Mr. Syty's experience  
and expertise in his section are required by the Public Works  
Department during this period.

The Committee was in receipt of a report from the Commissioner of Human  
Resources dated 1989 September 8, respecting Title Changes for the Heads  
of City Departments.

Chairman's Remarks.

Minutes - 1989  
August 23.

Appointments to  
and Terminations  
from Permanent  
Positions to 1989  
September 7.

Contract Employment  
Mr. J. Syty,  
Public Works  
Department.

Title Changes -  
City Department  
Heads.



The Commissioner of Human Resources outlined the reason that this recommendation is before the Committee and indicated that the Title of Commissioner rather than Director for the Head of a Civic City Department will parallel the titling used in the Region of Hamilton-Wentworth. He also indicated that recent recruiting experience has indicated a misunderstanding with respect to the status of a Director in the Municipal organization and that in many municipal organizations the term Director applies to second level management in a large department.

The Committee discussed this matter at great length and APPROVED the following:

That the title of Heads of Departments REMAIN UNCHANGED.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 September 8, respecting Salary Classification for the position of Budget Analyst in the Treasury Department.

The Committee APPROVED the following:

That the salary classification for the following non-union position in the Treasury Department BE APPROVED:

<u>Position Title</u>	<u>Function</u>	<u>Grade</u>	<u>Salary Range</u>
Budget Analyst	To assist the Manager of Budgets in preparing and monitoring current budgets; compile annual user fee schedules for presentation to Committees and Council and to monitor revenues.	L	\$36,989. - \$43,557.

NOTE: The request for this position was included in the proposed 1989 budget and approved by City Council on 1989 March 23.

This position was created and approved in response to a need for assistance in preparing the current budget, and recommending annual user fee schedules.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 September 13, respecting the Performance Excellence Programme.

The Committee APPROVED the following:

That a joint meeting of the Personnel Committee and the Finance and Personnel Committee of the Region be held at the call of the Chairmen.

NOTE: A joint City/Region Management Task Force will make a presentation on the Performance Excellence Programme. The Committee was advised of this programme at its meeting of 1989 May 23. The Task Force has met and prepared a Programme Design document which it will present.

The Committee was in receipt of a report of information from the Fire Chief dated 1989 September 7, respecting Fire Prevention Week and the Official Unveiling of the Hamilton Fire Department's New Hazardous Materials/Command Post.

The Committee was advised by the Secretary that an amendment to this report was made and distributed a new report on this information to members of the Committee.

Salary  
Classification -  
Budget Analyst,  
Treasury.

Performance  
Excellence  
Programme.

Fire Prevention Week  
and the Official  
Unveiling of the  
Department's new  
hazardous materials/  
command post.



Deputy Fire Chief Fitzpatrick then spoke to the Committee and advised that the location of this event has been changed from the forecourt of City Hall to the Hamilton Fire Station No. 6, Barton at Wentworth Street. Deputy Chief Fitzpatrick explained that the location of the forecourt at City Hall was not possible since the equipment would not fit in the forecourt.

The Committee then RECEIVED this information.

The Committee was in receipt of a Letter of Invitation from the Entertainment Chairman of the Hamilton Professional Fire Fighters Association with respect to the Annual Pensioner's Banquet to be held on Thursday, 1989 October 12 at the Hillcrest Restaurant.

The Committee RECEIVED this information.

The Committee was in receipt of a List of Outstanding Committee Items and agreed to RECEIVE this information.

The Chairman advised that tentative arrangements have been made for a Tour of the Fire Stations Facilities for Friday, 1989 October 20. It was indicated to the Committee that a Notice outlining the details on this event would be circulated to members once final plans have been made.

The Committee then moved into an IN CAMERA session to discuss matters of a Private and Confidential nature.

The Committee then moved out of their IN CAMERA session and APPROVED the following resolution with respect to a Memorandum of Agreement between the Corporation of the City of Hamilton and C.U.P.E. Local 1041:

That the Memorandum of Agreement between the Corporation of the City of Hamilton and C.U.P.E. Local 1041 dated 1989 September 7, BE APPROVED AND IMPLEMENTED in accordance with the terms therein.

NOTE: A Memorandum of Agreement has been negotiated with C.U.P.E. Local 1041.

The Agreement is for a term of three years and the monetary terms of settlement are as follows:

1989 Feb.1	1989 July 1	1990 Jan.1	1990 July 1	1991 Jan.1
4.5%	2.5%	4.0%	1.0%	***

\*\*\* Amend rates in Schedule "A" by the greater of 5.0% effective 1991 January 1, or the percentage increase given to non-union staff.

In addition, there are benefit changes in the dental, vision care, chiropractor, mileage and vacation areas. A number of significant concerns regarding non-monetary issues have also been addressed.

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN  
PERSONNEL COMMITTEE

Susan K. Reeder, Secretary  
1989 September 20

Annual Fire  
Fighters Pensioner's  
Banquet.

Outstanding  
Committee Items.

Tour of Fire  
Station Facilities.

IN CAMERA Session.

Memorandum of  
Agreement -  
C.U.P.E. Local 1041.

Adjournment.







Tuesday, 1989 October 11  
7:00 o'clock p.m.  
Room 233, City Hall

The Personnel Committee met.

There were present: Alderman B. Hinkley, Chairman  
Alderman T. Jackson, Vice-Chairman  
Alderman T. Murray  
Alderman V. Agro  
Alderman D. Agostino  
Alderman T. Cooke

Regrets: Mayor Robert M. Morrow  
Alderman D. Christopherson - Vacation  
Alderman J. Gallagher

Also present: Alderman G. Copps  
Alderman F. Lombardo  
Mr. L. Sage, Chief Administrative Officer  
Mr. J. Johnston, Commissioner of Human Resources  
Mrs. D. Jones, Human Resources  
Mr. B. McCommon, Human Resources  
Mr. R. Hammel, Treasury Department  
Mr. E. Kowalski, Director of Community Development  
Mr. J. Pavelka, Director of Public Works  
Mr. M. Main, Director of Traffic Services  
Mr. P. Hooker, Acting City Solicitor  
Mr. P. Barkwell, City Solicitor's Office  
Mrs. Susan K. Reeder, Secretary

Following an in camera meeting of the Personnel Committee, the Committee moved into regular session and APPROVED the following:

- (a) That Ross and McBride, Barristers and Solicitors, BE PAID the sum of \$49,457.33, in settlement of their accounts rendered for the months of 1989 April, May, and June; and,
- (b) That Ross and McBride, Barristers and Solicitors, BE PAID the sum of \$15,788.51, in payment of their accounts rendered for 1989 July; and,
- (c) That Ross and McBride, Barristers and Solicitors, BE PAID the sum of \$4,096.42, in payment of their accounts rendered for the month of 1989 August.

NOTE: The recommendation contemplates that the April, May and June accounts have been reduced by 20%. The July and August accounts have been reduced by 25%. Future accounts for 1989 will also be reduced by 25%. The "Global budget" for 1989 has been revised downwards as a result.

That the Memorandum of Agreement between the Corporation of the City of Hamilton and I.U.O.E. Local 772 dated 1989 September 29, BE APPROVED AND IMPLEMENTED in accordance with the terms therein.

NOTE: A Memorandum of Agreement has been negotiated with I.U.O.E. Local 772.

Settlement of  
Accounts  
Ross and McBride

Memorandum of  
Agreement between  
the City and  
I.U.O.E.  
Local 772



The Agreement is for a term of two years and the monetary terms of settlement are for a general increase of 4.0 % effective 1989, August 1, 3.0% effective 1990, February 1, 4.5% effective 1990, August 1 and 1.0% effective 1991, February 1. In addition, there are benefit changes in the dental, vision care, and vacation areas. A number of significant concerns regarding non-monetary issues have also been addressed.

**Adjournment**

There being no further business, meeting then adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN  
PERSONNEL COMMITTEE

Susan K. Reeder, Secretary  
1989 October 11

Typed by M. J. Walton



FOR ACTION

3.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Chief L. G. Saltmarsh  
Fire Chief

DATE: 1989 October 11

COMM FILE:

DEPT FILE:

SUBJECT: Use of Commemorative Names for  
Fire Stations Instead of the  
Current Numbering System

RECOMMENDATION:

1. That Hamilton Fire Stations be re-signed and referred to by combination of both street and station number (for operational reasons) rather than by the use of commemorative names.
2. That funding be provided in the 1990 Fire Department budget for a system of uniform signage which would include both City and Fire Department logos.
3. That the official designations would be as follows:

CENTRAL FIRE STATION - 1  
WELLINGTON FIRE STATION - 2  
GARTH FIRE STATION - 3  
GAGE FIRE STATION - 4  
LIMERIDGE FIRE STATION - 5  
WENTWORTH FIRE STATION - 6  
QUIGLEY FIRE STATION - 7  
WOODWARD FIRE STATION - 8  
KENILWORTH FIRE STATION - 9  
NORFOLK FIRE STATION - 10  
RAY FIRE STATION - 11  
MOHAWK FIRE STATION - 12

FINANCIAL IMPLICATIONS: (TO BE DETERMINED)

BACKGROUND:

On June 21, the Fire Department was directed to do a survey on the possibility of naming Fire Stations instead of the current numbering system.

This survey of Fire Department personnel through their Senior Officers as well as a photographic survey of the existing Station signage at all Stations has been completed.

For operational reasons, it is necessary to refer to Stations by number since vehicles working out of that Station are similarly numbered. The Fire Department looked at a number of naming options including the neighbourhood in which the station is located down to the street on which the station is located.

The Department would prefer not to use commemorative names in place of the current numbering system and is of the opinion that a combination of street name and numbering is the most desirable resolution to this matter.

*L. G. Saltmarsh*







4.

FOR INFORMATION

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Chief L. G. Saltmarsh  
Hamilton Fire Department

DATE: 1989 October 11  
COMM FILE:  
DEPT FILE:

SUBJECT: FIRE PREVENTION AWARD TO  
INSPECTOR CONNIE CHUDYK  
HAMILTON FIRE DEPARTMENT

BACKGROUND:

THE ATTACHED NEWS RELEASES FROM THE MINISTRY OF THE SOLICITOR GENERAL AND  
HAMILTON SPECTATOR STORY REFER.

*L. G. Saltmarsh*



# COMMUNIQUE NEWS RELEASE

FOR RELEASE: October 10, 1989

## FIRE PREVENTION WEEK INITIATIVES

To launch Fire Prevention Week, Ontario Solicitor General Steven Offer today outlined a major review of Ontario's fire services legislation.

Mr. Offer noted that, "While our current fire legislation has served us well, it is now over 35 years old. It is timely to begin now to prepare a new legislative framework to meet the needs of the next decade and beyond."

In order to facilitate the review, Mr. Offer announced the establishment of the Fire Services Review Committee, whose purpose it will be to consult widely and undertake a comprehensive review of all Ontario fire services legislation.

In addition, the Committee will also review issues such as levels and standards of service, training and labour relations.

The Committee, which will report in six months time, is comprised of representatives of the Ministry of the Solicitor General, the Ontario Association of Fire Chiefs, the Association of Municipalities of Ontario, the Ontario Professional Fire Fighters Association, the Provincial Federation of Ontario Fire Fighters, and the Fire Fighters Association of Canada.

Mr. Offer also announced today 8 winners of this year's Ministry of the Solicitor General Fire Prevention Awards.

The Award winners are the Ottawa Fire Department, the Whitby Fire Department, the Leeds-Grenville County Board of Education, the Lambton Shrine Club, Connie Chudyk of the Hamilton Fire Department, David Guilbault of the Ottawa Fire Department and David Timeriski and Hillory Vance of Elliot Lake.

- 30 -

Contact: Kirk Smith, Director  
Communications Branch, 965-6170



Ministry of  
the Solicitor  
General

Ministère du  
Soliciteur  
général



# COMMUNIQUÉ NEWS RELEASE

FOR RELEASE: October 10, 1989

## HAMILTON FIRE FIGHTER RECEIVES FIRE PREVENTION AWARD

TORONTO - Solicitor General Steven Offer announced today in the Legislature that Inspector Connie Chudyk, of the Hamilton Fire Dept., will receive the Solicitor General's Fire Prevention Award in the Individual Category.

Inspector Chudyk is in charge of the department's school education program. Earlier this year she devised a Fire Safety Summer School Program designed to teach toddlers and very young children the dangers of playing with matches and lighters. The children were also taught safe and effective ways to get out of a burning building.

The 30 minute program, which combines film, story telling, group discussion and activity, was presented 31 times in various day care centres, nursery schools and day-camps to a total of 486 children and 136 adults. It proved so popular that at the end of the season requests were still coming in.

The Fire Prevention Awards are given out every year during Fire Prevention Week. They honour individuals and organizations that have initiated fire prevention programs which are both innovative and practical. Thus they help reduce the risk of fires in their community.

The tradition of Fire Prevention Week, which takes place this year between October 8 and 14, began in 1922 at the instigation of the Governor General and the President of the United States. Its purpose, through a concentrated series of programs and events, is to make the public more aware of the mounting toll of death and destruction by fire.

. . . 2





- 2 -

Each year, Ontario fires that for the most part could have been prevented, waste lives and destroy property. In 1988 141 deaths were caused by fire and the value of property damage exceeded \$317 million.

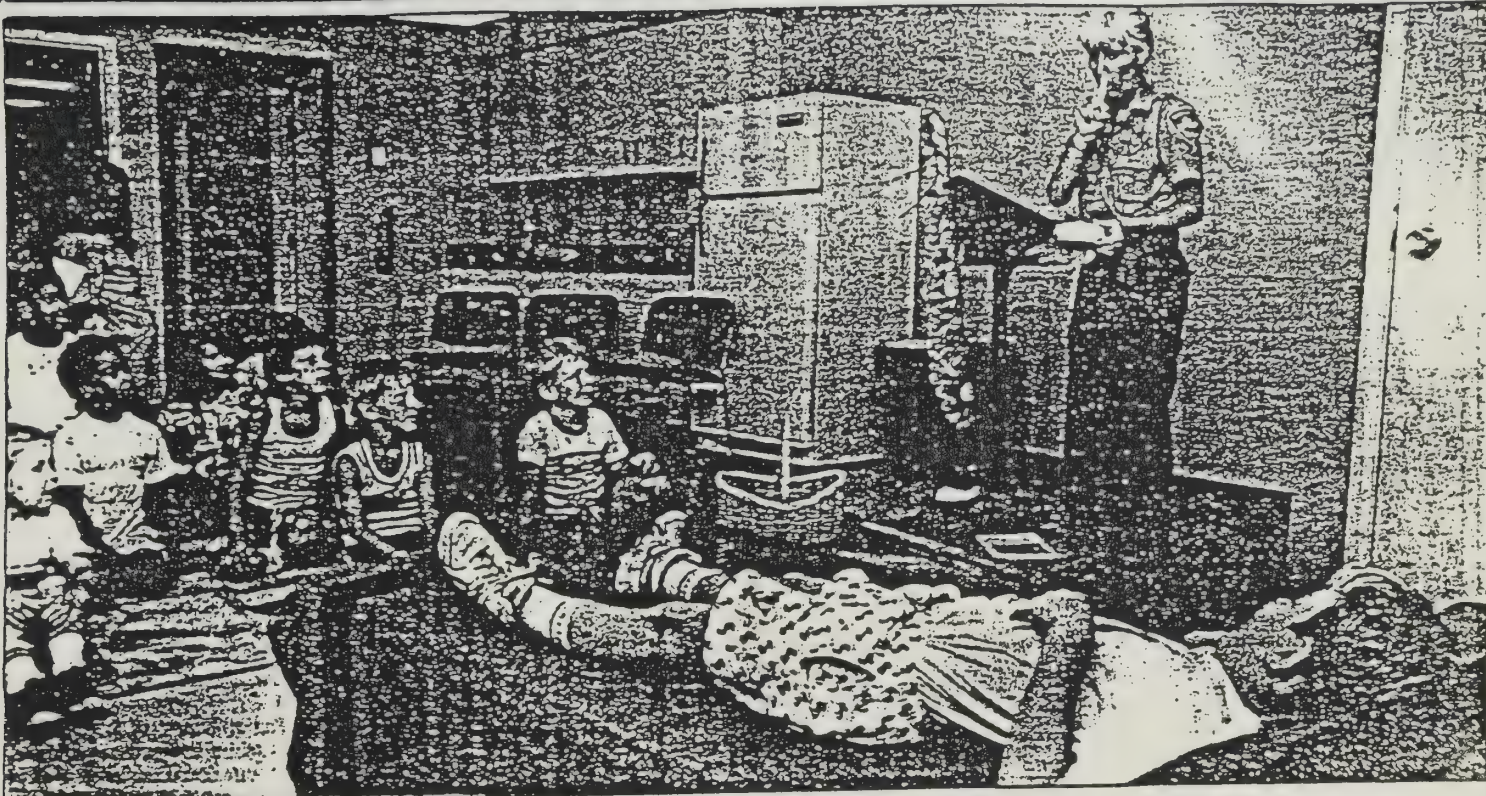
Speaking in the legislature Mr. Offer said, "While Fire Prevention Week is intended to provide a week-long focus in support of fire prevention and fire safety, it's first message is that public safety is a year-long affair."

- 30 -

For further information contact:  
Communications Branch, 965-6170



## Teaching them young



Connie Chudyk demonstrates procedure in escaping bedroom fire.

Ted Brellisford, The Spectator

THURSDAY, JULY 6, 1989

# Fire drill

## Department's month-long safety school dishes out lessons to children

By RICK HUGHES  
The Spectator

WHEN IT comes to fire safety, school isn't out for the summer.

In the first six months of the year, 10 fires have been started by children playing with matches or lighters, and the Hamilton Fire Department wants to make sure it doesn't let up its fire prevention message during the summer months.

Yesterday, the fire department started a unique, month-long fire safety school that will see children from day cares, summer camps and city park programs learning not to play with matches, and how to get out of a burning home.

### Need for warning

"We've been looking to develop safety that would reach the younger children outside of school," said Chief Len Saltmarsh. "We think this is going to be a very successful project."

The need for the warning was driven home tragically by a fire two months ago in which two-year-old Rosemarie Borsellino was badly burned in her Hughson Street North home.

Rosemarie remains in hospital, being treated for extensive burns. Fire gutted the home and caused more than \$100,000 damage. Fire marshal investigator Ron Chalmers said yesterday the

cause of the fire was "believed accidental, a child playing with a lighter."

That fire is not included in the fire department's statistics for fires caused by children, because the department has not received the official report from Mr. Chalmers. Department statistics for the first six months of the year show nine fires, causing a little more than \$164,000 in damage and sending five people to hospital.

During all of last year, the city recorded 27 fires child-started, resulting in about \$126,000 damage.

"No specific incident or set of incidents" led to the safety program, said Fire Prevention Chief Don Peters. "We felt it was a good idea, and when we started looking at the statistics, it just spurred us on. It's not a number we're happy with, we'd like to get it down to zero."

### Fires this year include

- ☐ One on April 28 on Brock Street in which a child playing with a lighter caused a fire and \$15,000 damage in his family's apartment. Two young children and an adult were sent to hospital for smoke inhalation.
- ☐ On May 21, a teenager and a 26-year-old were sent to hospital when a five-year-old playing with matches set fire to the drapes and bedding in his room.
- ☐ On June 15, \$60,000 damage was caused when

a mattress underneath a bed was set on fire. A five-year-old girl admitted using a lighter.

"Kids really don't understand the fact that the little flame at the end of a match they see mom or dad using, the power that's in there," said Chief Peters.

The idea and overall design for the program came from fire inspector Connie Chudyk, who runs the department's school education program.

She said the main difference from the school program is that since she's dealing with smaller groups it's a much more hands-on lesson.

"I don't find the message is different, but I think they'll remember more," she said.

### Mock bedroom

Yesterday, in the basement meeting room at the Limeridge Road East station, after a short film and a story, she had a group of kids from Little People's Day Care learning how to drop to the floor and roll to extinguish their clothes.

A mock bedroom has been built for the program, and, during the course, kids practise getting out of bed, staying low to the ground, feeling the door for heat, and waiting by a window to be rescued.

There'll be six sessions a day, three days a week all month. Bookings are still being accepted.







FOR ACTION

5.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. John Johnston  
Commissioner of Human Resources

DATE: 1989 October 13  
COMM FILE:  
DEPT FILE: C-054-89

SUBJECT: Public Works - Restructuring of Park Development Section

RECOMMENDATION:

That job information questionnaires be submitted by the Director of Public Works to The Commissioner of Human Resources for the consideration of the City Core Group and classification by the Personnel Committee for the positions of:

Coordinator of Parks Development  
Landscape Architect  
Landscape Technician  
Supervisor of Landscape Development

That consideration of the reclassification of the Draftsman II position be delayed until completion of the CUPE-City of Hamilton Joint Job Evaluation Project.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

The Parks and Recreation Committee, at its Tuesday September 19, 1989 meeting approved the following recommendation:

- a) That the existing position of Parks Development Coordinator be reevaluated as the coordinator and supervisor of the Parks Development Section
- b) That one of the existing labourer's positions in the Parks Development Section be reclassified to Supervisor of Landscape Development



- c) That the existing Draftsman II position in the Parks Development Section be reclassified to a Draftsman I position
- d) That an additional two labourer's position within the Parks Development Section be reclassified to Landscape Technicians
- e) That an existing Labourer's position be reclassified to create anew position for a Landscape Architect and that this position be rated and filled.

Item a) - Parks Development Coordinator

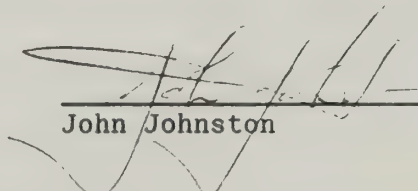
Upon receipt of a completed job information questionnaire, this position will be rated by the City Core Group and presented to the Personnel Committee for approval.

Item c) - Draftsman II

The request to reclassify the Draftsman II position cannot be accommodated at this time. The City of Hamilton and the CUPE locals have agreed that reclassifications of positions within the scope of their collective bargaining agreements will not occur prior to the completion of the joint job evaluation project. At the completion of the project, a joint job evaluation maintenance plan will be in place which will consider all reclassifications.

Items b), d) and e) Supervisor of Landscape Development, Landscape Technicians, and Landscape Architect

Reclassification of labour positions is an inappropriate procedure for achieving the positions of Supervisor of Landscape Development, Landscape Technicians and Landscape Architect. The duties and responsibilities of these new positions are significantly different enough from those of a labourer position to warrant the creation of new positions bearing these titles. Classifications for the new positions will be based on the rating of completed job information questionnaires by the City Core Group and achieving approval from the Personnel Committee. Funding of these new positions can be achieved through the attrition of redundant positions.

  
John Johnston

cc J. Pavelka, Director of Public Works  
R. Prowse, Secretary, Parks and Recreation Committee



h17 - please draft  
recommendation  
for

OCT 5 1989

Personnel Committee

RECEIVED

OCT 03 1989

Corporation of the City of Hamilton

Memorandum

HUMAN RESOURCES CENTRE

\*\*\*\*\*

TO: Mr. J. Johnston, Commissioner of Human Resources  
YOUR FILE:

FROM: Robert C. Prowse, Secretary  
Parks and Recreation Committee  
OUR FILE:  
PHONE: 526-2747

SUBJECT: PUBLIC WORKS - RESTRUCTURING OF PARK  
DEVELOPMENT SECTION  
DATE: 1989 October 2

The Parks and Recreation Committee at its meeting held Tuesday, September 19, 1989 approved the subjoined recommendation of the Director of Public Works respecting the above.

Your prompt attention to this matter will be greatly appreciated.

RCP

RCP:lp

cc: Mr. J. Pavelka, Director of Public Works

- (a) That the existing position of Parks Development Coordinator be reevaluated as the coordinator and supervisor of the Parks Development Section.
- (b) That one of the existing labourer's positions in the Parks Development Section be reclassified to Supervisor of Landscape Development.
- (c) That the existing Draftsman II position in the Parks Development Section be reclassified to a Draftsman I position.
- (d) That an additional two labourer's position within the Parks Development Section be reclassified to Landscape Technicians.
- (e) That an existing labourer's position be reclassified to create a new position for a Landscape Architect and that this position be rated and filled.

NOTE: The reclassification of these positions is in accordance with the present job-evaluation process.

This must change - implementation is the issue!







FOR ACTION

6.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: John Johnston  
Commissioner of Human Resources

DATE: 1989 October 4  
COMM FILE:  
DEPT FILE: C-051-89

SUBJECT: Contract Employment - Mr. Ed Faris

RECOMMENDATION:

That Mr. Faris's services as Supervisor of Central Microfilming, be contracted for a further six-month period commencing October 1, 1989 and ending March 30, 1990.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

Mr. Faris retired effective March 31, 1989. Both Mr. Faris and the Information Systems Department are in agreement to have Mr. Faris continue for another six months on a temporary basis. Mr. Faris's experience and expertise in Records Management and microfilming development activities are of significant benefit to the City.

  
\_\_\_\_\_  
J. Johnston



Information Systems

Memorandum

RECEIVED

SEP 29 1989

HUMAN RESOURCES CENTRE

\*\*\*\*\*

TO: Mr. J. Johnston, Commissioner of Human Resources  
Attention: Mrs. D. Jones, Manager, Personnel Services

FROM: Mr. J. G. Hindson, P.Eng.  
Director of Information Systems

PHONE: 526-4562

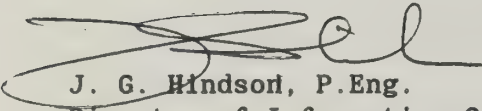
SUBJECT: Mr. E. A. Faris -- Continuation  
of Service After Retirement

DATE: 1989 September 29

Mr. Ed Faris, Supervisor of Microfilm Operations, has now completed his six months of temporary employment and, after reviewing the status of this position, we find that his expertise in Records Management and microfilming development activities to still be of benefit to the Corporations.

As Mr. Faris has indicated a desire to continue in his duties, I will be processing a requisition to have Ed continue on a temporary basis as Supervisor of Microfilm Operations.

In accordance with current practise, the status of this position will be reviewed in March 1990.

  
J. G. Hindson, P.Eng.  
Director of Information Systems

JGH:aj



FOR ACTION

7.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. John Johnston  
Commissioner of Human Resources

DATE: 1989 October 12  
COMM FILE:  
DEPT FILE: C-053-89

SUBJECT: Appointments to and Terminations from Permanent positions with the Corporation to October 11, 1989.

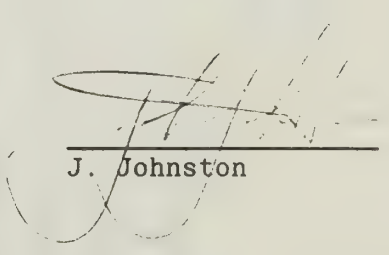
RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

  
J. Johnston



THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. Richard Andoga	Draftsman II	Traffic	Resigned	1 year	19/09/89
Ms. Mary Baily	Pension/Group Insurance Clerk	Treasury	Resigned	8 years	29/09/89
Mr. Siebren de Jong	Project Manager	Property	Deceased	11 months	22/09/89
Ms. Katherine Killins	Head Historical Interpreter	Culture & Recreation	Resigned	4 years, 2 months	08/09/89
Mr. R. A. Leadbetter	Receipts Clerk III	Treasury	Retired	12 years, 3 months	30/09/89
Mr. Martin Molinaro	Operations Assistant	Hamilton Place	Resigned	1 year, 9 months	31/08/89
Mr. J. W. O'Toole	Caretaker	Property	Deceased	11 years, 2 months	02/10/89
Mr. Brad Park	Mechanic Class "A"	Public Works	Resigned	3 years	29/09/89
Ms. Nancy Stringer	Lifeguard I	Culture & Recreation	Resigned	5 years, 6 months	04/09/89

Prepared 11/10/89



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Ms. M. Bailey	Pensions & Group Insurance Clerk (A-5)	Treasury	Replacing Ms. J. Graham - promoted	\$24,178.96 to \$28,399.28	\$25,917.84 per annum (3 of 5)	24/07/89
Mr. John E. Bowker	Traffic Serviceman/Woman I (A-4)	Traffic	Replacing Mr. J. Sadauskas - transferred	\$23,305.36 to \$26,269.36	\$24,874.72 per annum (3 of 5)	11/09/89
Ms. J. Buckle	Receipts Clerk IV (E-5)	Treasury	Replacing Ms. M. Bailey - promoted	\$22,432.80 to \$25,221.56	\$24,343.28 per annum (3 of 4)	24/07/89
Mr. M. B. Chandrashekar	Supervisor of Accounting (J)	Treasury	Replacing Mr. D. King - promoted	\$45,747.00 to \$53,928.16	\$49,664.68 per annum (3 of 5)	24/07/89
Mr. Robert Chrystian	Manager, Parks Division (F)	Public Works	Replacing Mr. R. Nutley - retired	\$57,385.12 to \$67,525.12	\$64,875.20 per annum (4 of 5)	11/09/89
Ms. D. Clague	Cashier (E-4)	Treasury	Replacing Ms. J. Buckle - promoted	\$21,905.52 to \$23,478.00	\$21,905.52 per annum (1 of 3)	24/07/89
Mr. Larry Friday	Senior Accounting Analyst (J)	Treasury	Additional Staff approved in 1989 Budget	\$45,747.00 to \$53,928.16	\$49,664.68 per annum (3 of 5)	04/09/89

Prepared 11/10/89



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. James J. Duffy	Probationary Fire Fighter (N1)	Fire	Replacing Mr. S. Sutton - retired	\$28,747.39	\$28,747.39 per annum	02/10/89
Mr. William D. Ellingham	Probationary Fire Fighter (N1)	Fire	Replacing Mr. H. Schatz - retired	\$28,747.39	\$28,747.39 per annum	02/10/89
Mr. Michael S. Ernst	Probationary Fire Fighter (N1)	Fire	Replacing Mr. K. Black - retired	\$28,747.39	\$28,747.39 per annum	02/10/89
Ms. Sandra Gabruss	Solicitor IV (L)	Solicitor's	Replacing Mr. P. Barkwell - promoted	\$36,989.16 to \$43,557.28	\$41,828.80 per annum (4 of 5)	06/09/89
Ms. J. Graham	Assistant Supervisor of Payroll (O)	Treasury	Replacing Ms. L. Wilson - promoted	\$28,922.92 to \$33,982.92	\$30,075.24 per annum (2 of 5)	24/07/89
Ms. Bo Jurcevic	Stenographer I (E-5)	Solicitor's	Replacing Ms. C. Shepherd - resigned	\$22,432.80 to \$25,221.56	\$22,432.80 per annum (1 of 4)	11/09/89
Ms. Barbara Lavadinho	Typist Clerk II (E-2)	Building	Replacing Ms. L. Clairmont - promoted	\$18,718.44 to \$20,165.60	\$18,718.44 per annum (1 of 3)	18/09/89

Prepared 11/10/89



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Richard J. Lewis	Probationary Fire Fighter (N1)	Fire	Replacing Mr. R. Culliton - retired	\$28,747.39	\$28,747.39 per annum	02/10/89
Mr. Gabriel L'Homme	Tractor Operator (D-9)	Public Works	Replacing Mr. R. Coscatella - terminated	\$27,532.96 to \$27,948.96	\$27,948.96 per annum (2 of 2)	11/09/89
Mr. Mark S. Magdic	Equipment Mechanic II (D-11)	Public Works	Replacing Mr. P. Bouwmeester - promoted	\$28,025.92 to \$28,441.92	\$28,025.92 per annum (1 of 2)	11/09/89
Mr. Gregory S. Loten	Probationary Fire Fighter (N1)	Fire	Replacing Mr. G. Linton - retired	\$28,747.39	\$28,747.39 per annum	02/10/89
Mr. Matt Madjeruh	Probationary Fire Fighter (N1)	Fire	Replacing Mr. R. Nordoff - retired	\$28,747.39	\$28,747.39 per annum	02/10/89
Mr. Glen McCrory	Counter Clerk (A-3)	Building	Replacing Mr. F. Peter - promoted	\$21,739.64 to \$24,696.36	\$21,739.64 per annum (1 of 4)	05/09/89
Mr. Martin J. McGowan	Probationary Fire Fighter (N1)	Fire	Replacing Mr. W. Lawton - retired	\$28,747.39	\$28,747.39 per annum	02/10/89

Prepared 11/10/89



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Ms. Monica L. Melnick	House Plan Examiner & Draftsman (A-8)	Building	Replacing Mr. A. Marcolini - retired	\$27,142.96 to \$32,976.84	\$32,976.84 per annum (5 of 5)	11/09/89
Mr. Scott Ridehalgh	Arena Attendant (M-10)	Copps Coliseum	Replacing Mr. T. Scime - promoted	\$28,575.04	\$28,575.04 per annum	31/01/89
Mr. Ronald A. Sabo	Solicitor IV (L)	Solicitor's	Replacing Mr. L. Farr - promoted	\$36,989.16 to \$43,557.28	\$38,486.76 per annum (2 of 5)	05/09/89
Mr. George J. Schouwstra	Probationary Fire Fighter (N1)	Fire	Replacing Mr. J. Stasiuk - retired	\$28,747.39	\$28,747.39 per annum	02/10/89
Mr. Ronald G. Schweitzer	Probationary Fire Fighter (N1)	Fire	Replacing Mr. L. Stevens - retired	\$28,747.39	\$28,747.39 per annum	02/10/89
Ms. Janet M. Surmanski	Assistant General Manager, Non-Profit Housing (N)	Community Development	Additional Staff approved in 1989 Budget	\$32,149.52 to \$37,911.12	\$32,149.52 per annum (1 of 5)	18/09/89

Prepared 11/10/89



THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Wayne H. Triemstra	Probationary Fire Fighter (N1)	Fire	Replacing Mr. W. Hart - retired	\$28,747.39	\$28,747.39 per annum	02/10/89
Ms. Penny S. Ulbinas	Foreman/Woman II (Horticulture) (12C)	Public Works	Replacing Mr. P. Christie - resigned	\$31,037.76 to \$37,066.64	\$37,066.64 (3 of 3)	04/09/89
Mr. Robert A. Walker	Probationary Fire Fighter (N1)	Fire	Replacing Mr. J. Cummings - retired	\$28,747.39	\$28,747.39 per annum	02/10/89
Mr. Leonard D. Ward	Probationary Fire Fighter (N1)	Fire	Replacing Mr. L. Spencer - retired	\$28,747.39	\$28,747.39 per annum	02/10/89
Ms. Lillian Wilson	Supervisor of Payroll (L)	Treasury	Replacing Mr. M.B. Chandrashekar - promoted	\$36,989.16 to \$43,557.28	\$40,100.32 per annum (3 of 5)	24/07/89
Mr. Wah-Kuen Wong	Manager Plan Examination (H)	Building	Replacing Mr. P. Lampman - promoted	\$49,664.68 to \$58,536.92	\$58,536.92 per annum (5 of 5)	18/09/89

Prepared 11/10/89







FOR ACTION

8.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1989 October 19  
COMM FILE:  
DEPT FILE: C-057-89

SUBJECT: Leave of Absence

RECOMMENDATION:

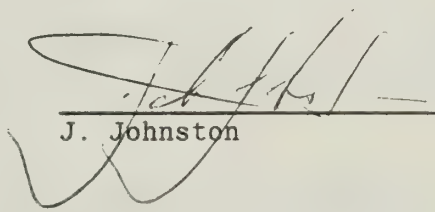
That a leave of absence without pay be granted to Mark Andrechek, of the Public Works Department for a period of one month commencing November 1, 1989 to December 1, 1989.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

Mr. Andrechek has requested a leave of absence for personal reasons. His Supervisors and Department Head are supportive of the request and recommend that it be approved by the Committee.

  
\_\_\_\_\_  
J. Johnston



Thursday Sept. 14, 1989

Mr. Pook:

Please accept this letter as an application for leave of absence. I would like to have the month of November 1989, (Nov 1 to Dec 1), off to take care of some personal matters. I am currently employed by the beautification section of Gage Park, and as of Monday September 18<sup>th</sup>, will be transferred to the Forestry section for the winter months. Your consideration of this matter would be greatly appreciated. Additional information available upon request.

Thank-you.

*Mark R. Andrechek*  
Mark R. Andrechek

Can we give permission to let this guy off.  
permission granted as far as forestry is concerned  
*Mr. MacInnon*

OK *Pook*  
Sept 21/89

Sept 19/89

02291 P



# Corporation of the City of Hamilton

## Memorandum

\*\*\*\*\*

TO: Alderman B. Hinkley, Chairman  
and Members, Personnel Committee

YOUR FILE

FROM: Alderman D. Christopherson

OUR FILE:

SUBJECT: UPDATE - DAY CARE SURVEY

DATE: 1989 October 19

As members of the Personnel Committee are aware, the Committee at its meeting held Thursday, 1989 January 26, approved the following authorization:

"That Alderman Christopherson undertake the role of investigating the feasibility of establishing a child care facility for Regional and City Employees and report back on this matter to the Personnel Committee"

Since that time a number of actions have taken place. A copy of the questionnaire used by the Hamilton Public Library in their survey was obtained. Discussion was also held with Mr. Larry Nelson of the Library's Public Relations Department on the Library's Day Care project.

For reference purposes, copies of the following publication were obtained from the Ontario Ministry of Community and Social Services:

- (a) A Policy Statement on Standards for Day Nurseries Service
- (b) Child Care Program Development Fund
- (c) Day Nurseries: Design Guidelines
- (d) Child Care Direct Operating Grants - Guidelines and Procedures: Non-profit sector
- (e) Day Nurseries: Highlights of the Legislation
- (f) Initial Steps in Starting a Day Nursery in Ontario

City Council on 1989 May 30 approved a request to Regional Council "... to having Regional employees included in a Workplace Daycare Needs Survey being conducted by Alderman D. Christopherson as part of an investigation on the feasibility of establishing a child care facility for Regional and City employees." Regional Council, at its meeting held 1989 June 6 approved this request.



On 1989 July 28, I wrote to the Regional CAO to request that the new Regional Office Plans include a space allocation for a Workplace Daycare Facility for Regional and City Employees. On 1989 August 4th, I received confirmation back from the Regional CAO that "... A Workplace Daycare Facility will be included as part of the specifications for the new Regional Office plans."

On 1989 July 7, the Commissioner of Human Resources provided me with suggestions on tailoring the questionnaire used by the Library for the purpose of surveying the day care needs of Regional and City employees. Based on those suggestions two separate Questionnaires were compiled for Regional and City employees. Attached herewith is a copy of these two documents.

The Survey Questionnaires were distributed to all Regional and City employees in the August 4 and 11 payroll distribution. At the same time, a copy of this questionnaire was forwarded to all local Unions and Professional Associations for information and a request for input.

The number of surveys distributed to Regional employees totalled 4,100 (which includes the 500 HSR Transit employees). Surveys distributed to City employees totalled 3,700.

Contact has been made with Mr. Mike Pennock, Executive Director of the Social Planning and Research Council to have his staff conduct a proper sociological analysis of the returns in order to give us a better understanding of the daycare needs of the City and Regional employees and the advisability of establishing a workplace Day Care.

After analysing the results of these survey returns, I will bring back recommendations to the Committee for their consideration.

SKR/dg





**CITY COUNCIL  
HAMILTON, CANADA**

**Alderman David Christopherson**

Chairman—Health & Social

Services Committee

—Licensing Committee

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71 MAIN STREET WEST L8N 3T4 • (416) 526-2730 • RES. (416) 561-9508—WARD 4

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1989 July 28

TO ALL CITY EMPLOYEES:

Attached herewith is a survey on Daycare Needs. Your co-operation in completing and returning this questionnaire will assist us in proceeding with an analysis on the feasibility of establishing a Daycare Facility for Regional and City Employees.

Should you have any questions with respect to this questionnaire and the Feasibility Study, please do not hesitate to contact Mrs. Susan K. Reeder, City Clerk's Department at 526-2753.

Yours very truly,

Alderman D. Christopherson

DC/SKR/dbm  
Atch.



THE CORPORATION OF THE CITY OF HAMILTON

WORKPLACE DAYCARE SURVEY

This survey is designed to gather facts to study the feasibility of "Workplace Daycare" for the employees of the Corporation of the City of Hamilton. This is an opportunity for both staff and management to express our needs for such a project.

Your co-operation is essential and a response by 1989 August 31 would be appreciated.

1. Please check:                      Male                      \_\_\_\_\_  
   Female                      \_\_\_\_\_
2. Are you:                              Full Time                      \_\_\_\_\_  
   Part Time                      \_\_\_\_\_
3. What is your job classification?                      \_\_\_\_\_
4. Where is your place of work?                      \_\_\_\_\_
5. Would you use a Workplace Daycare located closely to or at either the Region or City Hall?  
Yes                      \_\_\_\_\_      No                      \_\_\_\_\_      Maybe                      \_\_\_\_\_
6. At this time do you have any children living at home with you, or are you/your spouse pregnant?  
Yes                      \_\_\_\_\_      No                      \_\_\_\_\_      Maybe                      \_\_\_\_\_
7. Do you have a need for daycare or will you have a need at some point in the future?  
Yes                      \_\_\_\_\_      No                      \_\_\_\_\_      Maybe                      \_\_\_\_\_

If you have answered NO to Question #7, please forward the survey to:  
Mrs. Susan K. Reeder, Secretary, Personnel Committee, 2nd Floor City Hall.

If you have answered YES or MAYBE to Question #7, please continue...

8. When do you think you will have a need for daycare?  
Right away                      \_\_\_\_\_                      6 months to 1 year                      \_\_\_\_\_  
1 to 2 years                      \_\_\_\_\_                      Indefinite                      \_\_\_\_\_



If you currently have children 0 to 6 years of age, please continue. If not, forward your responses.

9. Number of children in the following age categories:

0 - 18 months \_\_\_\_\_ 19 months - 2-1/2 years \_\_\_\_\_  
2-1/2 - 6 years \_\_\_\_\_

10. Are you a single parent? Yes \_\_\_\_\_ No \_\_\_\_\_

11. Who usually cares for your child(ren) when you go to work?

Child's mother/father \_\_\_\_\_ Another relative \_\_\_\_\_  
A friend \_\_\_\_\_ Babysitter \_\_\_\_\_  
Home daycare provider \_\_\_\_\_ Group daycare \_\_\_\_\_  
Other \_\_\_\_\_

12. What daily fee do you currently pay for your daycare arrangements?

\$0 per day \_\_\_\_\_ \$21 to \$30 \_\_\_\_\_  
\$10 to \$20 \_\_\_\_\_ More \_\_\_\_\_

13. Are your childcare fees partially or fully subsidized?

Yes \_\_\_\_\_ No \_\_\_\_\_

14. Would you be willing to pay higher fees than you currently are paying if you felt that a Workplace Daycare was more convenient or better than the service you are now using? \_\_\_\_\_

15. Approximately what is the general range of your gross annual family income? \_\_\_\_\_

16. What hours of care would you require for your children? \_\_\_\_\_

17. Where do you live? (closest intersection of city or town) \_\_\_\_\_

18. Would a pick-up service for your child(ren) influence your decision in using a Workplace Daycare? \_\_\_\_\_

19. Would you be willing to volunteer your services for a proposed Workplace Daycare Committee?

Yes \_\_\_\_\_ No \_\_\_\_\_



Thank you for taking the time to complete this survey. Your answers will be of great use. If there are any comments or suggestions, please enclose.

Address all surveys to:

Mrs. Susan K. Reeder, Secretary  
Personnel Committee  
City Clerk's Department  
2nd Floor, City Hall

Phone: 526-2753





**CITY COUNCIL  
HAMILTON, CANADA**

**Alderman David Christopherson**

Chairman—Health & Social  
Services Committee  
—Licensing Committee

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71 MAIN STREET WEST L8N 3T4 • (416) 526-2730 • RES. (416) 561-9508—WARD 4

---

1989 July 28

TO ALL REGIONAL EMPLOYEES:

Attached herewith is a survey on Daycare Needs. Your co-operation in completing and returning this questionnaire will assist us in proceeding with an analysis on the feasibility of establishing a Daycare Facility for Regional and City Employees.

Should you have any questions with respect to this questionnaire and the Feasibility Study, please do not hesitate to contact Mrs. Susan K. Reeder, City Clerk's Department at 526-2753.

Yours very truly,

Councillor D. Christopherson

DC/SKR/dbm  
Attch.



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

WORKPLACE DAYCARE SURVEY

This survey is designed to gather facts to study the feasibility of "Workplace Daycare" for the employees of the Regional Municipality of Hamilton-Wentworth. This is an opportunity for both staff and management to express our needs for such a project.

Your co-operation is essential and a response by 1989 August 31 would be appreciated.

1. Please check:                      Male                      \_\_\_\_\_  
   Female                      \_\_\_\_\_
2. Are you:                              Full Time                      \_\_\_\_\_  
   Part Time                      \_\_\_\_\_
3. What is your job classification?                      \_\_\_\_\_
4. Where is your place of work?                      \_\_\_\_\_
5. Would you use a Workplace Daycare located closely to or at either the Region or City Hall?  
  
Yes                      \_\_\_\_\_                      No                      \_\_\_\_\_                      Maybe                      \_\_\_\_\_
6. At this time do you have any children living at home with you, or are you/your spouse pregnant?  
  
Yes                      \_\_\_\_\_                      No                      \_\_\_\_\_                      Maybe                      \_\_\_\_\_
7. Do you have a need for daycare or will you have a need at some point in the future?  
  
Yes                      \_\_\_\_\_                      No                      \_\_\_\_\_                      Maybe                      \_\_\_\_\_

If you have answered NO to Question #7, please forward the survey to:  
Mrs. Susan K. Reeder, Legislative Assistant, City Clerk's Office, City Hall.

If you have answered YES or MAYBE to Question #7, please continue...

8. When do you think you will have a need for daycare?  
  
Right away                      \_\_\_\_\_                      6 months to 1 year                      \_\_\_\_\_  
1 to 2 years                      \_\_\_\_\_                      Indefinite                      \_\_\_\_\_



If you currently have children 0 to 6 years of age, please continue. If not, forward your responses.

9. Number of children in the following age categories:

0 - 18 months \_\_\_\_\_ 19 months - 2-1/2 years \_\_\_\_\_  
2-1/2 - 6 years \_\_\_\_\_

10. Are you a single parent? Yes \_\_\_\_\_ No \_\_\_\_\_

11. Who usually cares for your child(ren) when you go to work?

Child's mother/father \_\_\_\_\_ Another relative \_\_\_\_\_  
A friend \_\_\_\_\_ Babysitter \_\_\_\_\_  
Home daycare provider \_\_\_\_\_ Group daycare \_\_\_\_\_  
Other \_\_\_\_\_

12. What daily fee do you currently pay for your daycare arrangements?

\$0 per day \_\_\_\_\_ \$21 to \$30 \_\_\_\_\_  
\$10 to \$20 \_\_\_\_\_ More \_\_\_\_\_

13. Are your childcare fees partially or fully subsidized?

Yes \_\_\_\_\_ No \_\_\_\_\_

14. Would you be willing to pay higher fees than you currently are paying if you felt that a Workplace Daycare was more convenient or better than the service you are now using? \_\_\_\_\_

15. Approximately what is the general range of your gross annual family income? \_\_\_\_\_

16. What hours of care would you require for your children? \_\_\_\_\_

17. Where do you live? (closest intersection of city or town) \_\_\_\_\_

18. Would a pick-up service for your child(ren) influence your decision in using a Workplace Daycare? \_\_\_\_\_

19. Would you be willing to volunteer your services for a proposed Workplace Daycare Committee?

Yes \_\_\_\_\_ No \_\_\_\_\_



Thank you for taking the time to complete this survey. Your answers will be of great use. If there are any comments or suggestions, please enclose.

Address all surveys to:

Mrs. Susan K. Reeder  
Legislative Assistant  
City Clerk's Department  
2nd Floor, City Hall

Phone: 526-2753



FOR INFORMATION

10.

REPORT TO: Mrs. S. Reeder  
Secretary, Personnel Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1989 September 15  
COMM FILE:  
DEPT FILE:

SEP 18 1989

SUBJECT: SUMMARY OF REVENUES AND EXPENDITURES FOR THE SEVEN MONTHS ENDED  
AUGUST 31, 1989 COMPARED WITH BUDGET

BACKGROUND:

Enclosed is a Summary of Revenues, Page 1, and a Summary of Expenditures, Pages 2 to 4, for the period ended August 31, 1989, comparing budget to actual for 1989 and also comparing the current percentage of actual to budget with previous year's percentage.

The attached report is the first status report for 1989 of the Summary of Revenue and Expenditures under the new system. As you are aware, a new financial system has been installed by the Treasury Department covering a massive amount of information and involving a conversion to new account numbers and a shift in responsibility of "ownership" of the system from the Systems Department to the individual users. The system changes the input from a batch system to on-line input and allows for an immediate update of most accounts which can be accessed via an enquiry screen. Development of the system is an ongoing task and improvements to the efficiency and effectiveness of its processing and output capabilities is occurring daily.

I am sending a copy of this memo along with the appropriate financial report to the respective secretaries of the other six Standing Committees for distribution to their Committee for their review. Each Committee report contains a Treasury comment.

REVENUES:

Page 1 - Revenues in total for 1989 are slightly lower than 1988: 75.4% to 75.8%

EXPENDITURES:

Pages 2 to 4 - Page 4, total City Expenditures for 1988 are slightly lower than 1988: 71.8% to 74.1% because Local 288 has not settled their contract yet.

Encl.

c.c. Mr. Lou Sage, Chief Administrative Officer  
Mr. J. Schatz, Secretary, Co-ordinating Committee  
Mr. R. Prowse, Secretary, Parks and Recreation Committee  
Mr. R. Prowse, Secretary, Transport and Environment Committee  
Mrs. S. Reeder, Secretary, Planning and Development Committee  
Mr. J. Thompson, Secretary, Legislation Committee  
Mr. J. Thompson, Secretary, Finance Committee



PERSONNEL COMMITTEE

CITY OF HAMILTON  
TREASURY

FINANCIAL REPORT OF CURRENT ESTIMATES FOR THE PERSONNEL COMMITTEE  
FOR THE PERIOD ENDED AUGUST 31, 1989

DESCRIPTION (1)	APPROVED BUDGET (2)	OUTSTANDING COMMITMENTS (3)	EXPENDITURES TODATE (4)	TOTAL (5)	PERCENT EXPENDED CURR YR (6)	PERV YR (7)	BALANCE (8)
CITY SOLICITORS	1,484,810	22,332	938,385	960,717	64.7	65.3	524,093
HUMAN RESOURCES	1,986,320		1,268,494	1,268,494	63.8	66.7	719,826
FIRE	26,810,520	304,900	15,877,985	16,182,885	60.4	66.6	10,627,635
	30,283,650	327,232	18,084,864	18,412,096	60.8	66.6	11,871,554

TREASURY COMMENTS: The amounts and percentages shown above are consistent with the normal operations of the departments on a basis comparative to that of the prior year. Note the percentage comparisons in columns (6) and (7).



LIST OF OUTSTANDING COMMITTEE ITEMS

PERSONNEL COMMITTEE

<u>ITEM</u>	<u>ORIGINAL DATE</u>	<u>ACTION</u>	<u>STATUS</u>
Establishing Procedure for Exit Interviews	1988 June 22	Commissioner of Human Resources	Pending Report
Child Care for Regional and City Employees	1989 January 26	Alderman Christopherson	Pending Report
Firefighters Report	1988 November 23	Fire Chief and Commissioner of Human Resources	Pending Report
Review and presentation to Committee of Department Policies and Procedures	1988 December 20 (Chairman)	Commissioner of Human Resources  Fire Chief  City Solicitor	Pending Report  Pending Report  Pending Report
Presentation on Employment Equity	1989 February 22	Speaker - To be determined	For a future meeting
Details on cost charged for water rates for fire hydrants	1989 February 22	City Treasurer	Pending Report
Discussion on using commemorative names on Fire Stations instead of current numbering system.	1989 May 24 & 1989 June 21	Fire Chief	Pending Report
Reclassifications - Solicitor's - City Solicitor's Office	1989 May 24	Commissioner of Human Resources	Pending Report







Pilot Project - Use of defibrillators - Fire Department	1989 July 19	Fire Chief	Status Report to be presented to Committee as project progresses.
Possibility of Regionalizing Fire Services	1989 July 19	Fire Chief	Pending Report
Recommendation on a revised Policy and Procedure for Job Posting	1989 July 19	Commissioner of Human Resources	Pending Report for 1989 October meeting
Revisions to Procedural By-law on selection of positions beneath the level of Dept. Head	1989 July 19	C.A.O.	Pending Report
Joint Meeting - City and Region Personnel Committees - Performance Excellence Programmes.	1989 Sept. 20	Committee Chairman	Meeting Date to be established.







CAYONHBL AOS

C51P2

E. A. SIMPSON  
CITY CLERK

K. E. AVERY  
DEPUTY CITY CLERK



MRS. J. McANANAMA  
CHIEF LIBRARIAN

*J. McAnanama*

CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

## THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 November 17th

### NOTICE OF MEETING

Personnel Committee  
Wednesday, 1989 November 22nd  
9:30 o'clock a.m.  
Room 233, City Hall

*Susan K. Reeder*

Susan K. Reeder  
Secretary

SKR:mc

### A G E N D A

1. Chairman's Remarks.
2. Minutes of the Meeting held Wednesday, 1989 October 25th.

### MANAGER OF PURCHASING

3. Staff adjustments - Purchasing Division, Treasury Department.

### CITY TREASURER

4. Summary of Revenues and Expenditures for the nine months ended 1989 September 30 compared with budget.

### DIRECTOR OF PROPERTY

5. Consultant Selection - New Fire Station - Upper Wellington.







FIRE CHIEF

6. Proposed resolution to the Provincial Government of Ontario.
7. 1990-1994 Capital Budget.
8. Fire Service Options for Hamilton-Wentworth.

COMMISSIONER OF HUMAN RESOURCES

9. Fair Wage Agreement - The Electrical Trade Bargaining Agency of the Electrical Contractors Association and The International Brotherhood of Electrical Workers and The I.B.E.W. Construction Council of Ontario.
10. Pay-Grade Assignments for non-union positions in the Parking Authority.
11. Appointments to and Terminations from Permanent positions with the Corporation of the City of Hamilton to 1989 November 9th.
12. Performance Appraisal Reviews. (For Information)
13. List of Outstanding Committee Items.

I N - C A M E R A    A G E N D A

- A. Minutes of the In-Camera meetings held Tuesday, 1989 September 26th and Wednesday, 1989 October 25th.
14. Other Business.
15. Adjournment.







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E. A. SIMPSON  
CITY CLERK  
  
K. E. AVERY  
DEPUTY CITY CLERK

CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

## THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 November 17th

MIRIAM MURPHY

GOVT INT DOCUMENTS

### NOTICE OF MEETING

Personnel Committee  
Wednesday, 1989 November 22nd  
9:30 o'clock a.m.  
Room 233, City Hall

Susan K. Reeder  
Secretary

SKR:mc

### A G E N D A

1. Chairman's Remarks.
2. Minutes of the Meeting held Wednesday, 1989 October 25th.

### MANAGER OF PURCHASING

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11. Appointments to and Terminations from Permanent positions with the Corporation of the City of Hamilton to 1989 November 9th.
12. Performance Appraisal Reviews. (For Information)
13. List of Outstanding Committee Items.

I N - C A M E R A     A G E N D A

- A. Minutes of the In-Camera meetings held Tuesday, 1989 September 26th and Wednesday, 1989 October 25th.
14. Other Business.
15. Adjournment.







Wednesday, 1989 October 25  
9:30 o'clock a.m.  
Room 233, City Hall

2.

The Personnel Committee met.

There were present: Alderman B. Hinkley, Chairman  
Alderman T. Jackson, Vice-Chairman  
Alderman T. Murray  
Alderman J. Gallagher  
Alderman T. Cooke  
Alderman D. Agostino  
Alderman D. Christopherson  
Alderman V. Agro

Regrets: Mayor Robert M. Morrow

Also present: Mr. L. Sage, Chief Administrative Officer  
Mr. J. Johnston, Commissioner of Human Resources  
Mrs. E. Bourns, Manager, Wage & Salary  
Administration, Human Resources Centre  
Mrs. D. Jones, Manager, Personnel Services,  
Human Resources Centre  
Mr. J. Pavelka, Director of Public Works  
Fire Chief Saltmarsh  
Mr. R. Bowman, Fire Fighter's Association  
Mrs. Susan K. Reeder, Secretary

The Committee was in receipt of an excerpt from the Book "Thriving on Chaos" paraphrased by Alderman Brian Hinkley, Chairman entitled "Create a Sense of Urgency --- The X Factor". The Committee RECEIVED this information.

Chairman's Remarks

The Committee was in receipt of the minutes of their meetings held Wednesday, 1989 September 20 and Tuesday, 1989 October 10 and agreed to APPROVE these minutes.

Minutes - 1989  
September 20 and  
1989 October 10

The Committee was in receipt of a report from the Fire Chief dated 1989 October 11, respecting the Use of Commemorative Names for Fire Stations instead of the Current Numbering System.

Use of  
Commerative Names  
for Fire Stations  
instead of the  
Current Numbering  
System

The Committee APPROVED the following:

- (a) That Hamilton Fire Stations BE RE-SIGNED and referred to by combination of both street and station number (for operational reasons) rather than by the use of commemorative names.
- (b) That funding BE PROVIDED in the 1990 Fire Department budget for a system of uniform signage which would include both City and Fire Department logos.
- (c) That the official designations BE as follows:
  - (i) Central Fire Station - 1
  - (ii) Upper Wellington Fire Station - 2
  - (iii) Garth Fire Station - 3
  - (iv) Upper Gage Fire Station - 4
  - (v) Limeridge Fire Station - 5
  - (vi) Wentworth Fire Station - 6
  - (vii) Quigley Fire Station - 7
  - (viii) Woodward Fire Station - 8
  - (ix) Kenilworth Fire Station - 9
  - (x) Norfolk Street Fire Station - 10
  - (xi) Ray Street Fire Station - 11
  - (xii) Mohawk Fire Station - 12

NOTE: On 1989 June 21, the Fire Department was directed to do a survey on the possibility of using commemorative names for Fire Stations instead of the current numbering system.



This survey of Fire Department personnel through their Senior Officers as well as a photographic survey of the existing Station signage at all Stations has been completed.

For operational reasons, it is necessary to refer to Stations by number since vehicles working out of that Station are similarly numbered. The Fire Department looked at a number of naming options including the neighbourhood in which the station is located down to the street on which the station is located.

Fire Prevention  
Award - Inspector  
Chudyk

The Committee was in receipt of an Information Report from Fire Chief Saltmarsh dated 1989 October 11, respecting a Fire Prevention Award to Inspector Chudyk, Hamilton Fire Department. The Committee agreed to RECEIVE this information.

Public Works -  
Restructuring of  
Park Development  
Section

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 October 15, respecting Public Works - Restructuring of Park Development Section.

The Committee APPROVED the following:

- (a) That job information questionnaires BE SUBMITTED by the Director of Public Works to The Commissioner of Human Resources for the consideration of the City Core Group and classification by the Personnel Committee for the positions of:
  - (i) Coordinator of Parks Development
  - (ii) Landscape Architect
  - (iii) Landscape Technician
  - (iv) Supervisor of Landscape Development
- (b) That consideration of the reclassification of the Draftsman II position BE DELAYED until completion of the CUPE-City of Hamilton Joint Job Evaluation.

Contract Employment  
- Mr. E. Faris,  
Information Systems  
Department

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 October 4, respecting Contract Employment - Mr. E. Faris, Information Systems Department.

The Committee APPROVED the following:

That Mr. E. Faris's services as Supervisor of Central Microfilming, BE CONTRACTED for a further six-month period commencing 1989 October 1, and ending 1990 March 30.

NOTE: Mr. Faris retired effective 1989 March 31. Both Mr. Faris and the Information Systems Department are in agreement to have Mr. Faris continue for another six months on a temporary basis. Mr. Faris's experience and expertise in Records Management and microfilming development activities are of significant benefit to the City.

Appointments to and  
Terminations from  
Permanent Positions  
with the City to  
1989 October 11

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 October 12, respecting Appointments to and Terminations from permanent positions with the Corporation of the City of Hamilton to 1989 October 11.

The Committee APPROVED the following:

That the Appointments to and Terminations from permanent positions with the Corporation of the City of Hamilton to 1989 October 11th, as attached herewith and marked Appendix "A", BE APPROVED.

Update - Day Care  
Survey

The Committee was in receipt of a memorandum from Alderman D. Christopherson dated 1989 October 19, respecting an Up-date on the Day Care Survey.



Alderman Christopherson spoke to this matter with discussion on this item by the Committee. Alderman Christopherson indicated that the next step in this process would be the formation of a Committee which would proceed with implementation.

Some suggestion was made that accommodation be made for employee's children for P. D. Days and other such occasions which close schools.

The Committee then RECEIVED this informational up-date report on this matter with commendations to Alderman Christopherson and the Committee Secretary for their work.

The Committee was in receipt of an Information Report from the City Treasurer dated 1989 September 15, respecting Summary of Revenues and Expenditures for the Seven Months ended 1989 August 31 compared with Budget.

The Committee agreed to RECEIVE this information.

The Committee was in receipt of a Listing of Outstanding Committee Items and agreed to RECEIVE this information.

Alderman Gallagher expressed his congratulations to the Fire Department on their recent handling of numerous fires within the City.

The Committee was in receipt of an Added Information Report from the Commissioner of Human Resources dated 1989 October 25, respecting Title Change Internal Auditor whereby this position has been retitled "Manager of Internal Control". The Committee agreed to RECEIVE this information.

The Committee then moved into an IN CAMERA session to discuss matters of a Private and Confidential nature.

The Committee then moved back into regular session and APPROVED the following:

That the Memorandum of Agreement between the Corporation of the City of Hamilton and the Hamilton Professional Fire Fighters Association dated 1989 October 11, BE APPROVED and implemented in accordance with the terms therein.

NOTE: A Memorandum of Agreement has been negotiated with the Hamilton Professional Fire Fighters Association.

The Agreement is for a term of one year and the monetary terms of settlement are for a general increase of 5% effective 1989 January 1, and 2% effective 1989 July 1. In addition, there are benefit changes in the dental, hearing aid coverage and vacation areas. A number of significant concerns regarding non-monetary issues have also been addressed.

There being no further business, the meeting then adjourned.

Taken as read and approved.

ALDERMAN B. HINKLEY, CHAIRMAN  
PERSONNEL COMMITTEE

Susan K. Reeder  
Secretary  
1989 October 25

Summary of Revenues  
& Expenditures  
ending 1989  
August 31

List of Outstanding  
Committee Items  
Recent Fires

Title Change -  
"Internal Auditor"  
to "Manager of  
Internal Control"  
IN CAMERA

Memorandum of  
Agreement -  
Firefighters  
Association

Adjournment







FOR ACTION

3.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

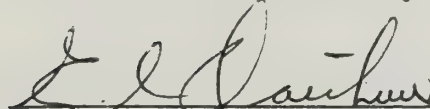
FROM: Mr. T. Bradley  
Manager of Purchasing

DATE: 1989 October 24  
COMM FILE:  
DEPT FILE:

SUBJECT: REORGANIZATION OF PURCHASING DIVISION, TREASURY DEPARTMENT

RECOMMENDATION:

1. That one Buyer position (A5) in the Purchasing Division of Treasury be deleted.
2. That a new position of Intermediate Buyer be added to the staff compliment of the Purchasing Division and that the Human Resources Centre be requested to classify this position.

  
E. C. Matthews, City Treasurer

  
T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS: (IF NONE. STATE N/A)

BACKGROUND:

This position is required to provide the Purchasing function with a person that has the expertise required for the MSA Financial/Purchasing programs. The on-going training and problem solving will be a requirement for this position. There has also been an increased number of tenders that are being called and these will also be assigned to this position.

The additional funding has been included in the 1989 budget for this new position.







FOR INFORMATION

4.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1989 October 25

COMM FILE:

DEPT FILE:

OCT 27 1989

SUBJECT: SUMMARY OF REVENUES AND EXPENDITURES FOR THE NINE MONTHS ENDED  
SEPTEMBER 30, 1989 COMPARED WITH BUDGET

BACKGROUND:

Enclosed is a Summary of Revenues, Page 1, and a Summary of Expenditures, Pages 2 to 4, for the period ended September 30, 1989, comparing budget to actual for 1989 and also comparing the current percentage of actual to budget with previous year's percentage.

The attached report is the second status report for 1989 of the Summary of Revenue and Expenditures under the new system. As you are aware, a new financial system has been installed by the Treasury Department covering a massive amount of information and involving a conversion to new account numbers and a shift in responsibility of "ownership" of the system from the Systems Department to the individual users. The system changes the input from a batch system to on-line input and allows for an immediate update of most accounts which can be accessed via an enquiry screen. Development of the system is an ongoing task and improvements to the efficiency and effectiveness of its processing and output capabilities is occurring daily.

I am sending a copy of this memo along with the appropriate financial report to the respective secretaries of the other six Standing Committees for distribution to their Committee for their review. Each Committee report contains a Treasury comment.

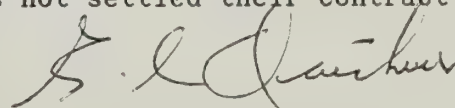
REVENUES:

Page 1 - Revenues in total for 1989 are slightly higher than 1988: 99.2% to 98.6%.

EXPENDITURES:

Pages 2 to 4 - Page 4, total City Expenditures for 1989 are slightly lower than 1988: 78.2% to 79.9% because Local 288 has not settled their contract yet.

Encl.



c.c. Mr. Lou Sage, Chief Administrative Officer  
Mr. J. Schatz, Secretary, Co-ordinating Committee  
Mr. R. Prowse, Secretary, Parks and Recreation Committee  
Mr. R. Prowse, Secretary, Transport and Environment Committee  
Mrs. S. Reeder, Secretary, Planning and Development Committee  
Mr. J. Thompson, Secretary, Legislation Committee  
Mr. J. Thompson, Secretary, Finance Committee



PERSONNEL COMMITTEE

CITY OF HAMILTON  
TREASURY

FINANCIAL REPORT OF CURRENT ESTIMATES FOR THE PERSONNEL COMMITTEE  
FOR THE PERIOD ENDED SEPTEMBER 30, 1989

DESCRIPTION (1)	APPROVED BUDGET (2)	OUTSTANDING COMMITMENTS (3)	EXPENDITURES TODATE (4)	TOTAL (5)	PERCENT EXPENDED CURR YR (6)	PERCENT EXPENDED PREV YR (7)	BALANCE (8)
CITY SOLICITORS	1,484,810	13,658	1,112,815	1,126,473	75.9	72.3	358,337
HUMAN RESOURCES	2,000,700		1,421,763	1,421,763	71.1	75.0	578,937
FIRE	26,810,520	210,659	18,671,378	18,882,037	70.4	74.1	7,928,483
	30,296,030	224,317	21,205,956	21,430,273	70.7	74.0	8,865,757

TREASURY COMMENTS: The amounts and percentages shown above are consistent with the normal operations of the departments on a basis comparative to that of the prior year. Note the percentage comparisons in columns (6) and (7).



FOR ACTION

5.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. D. W. Vyce  
Director of Property

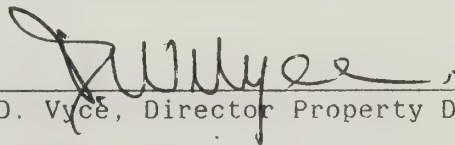
DATE: 1989 October 31  
COMM FILE:  
DEPT FILE: AD-87-047

SUBJECT: Consultant Selection New Fire Station  
Upper Wellington

RECOMMENDATION:

That the Corporation of the City of Hamilton enter into a contract with Yamamoto Architects Inc. of Burlington for a maximum contract price of \$113,500.00, for full Architectural and Engineering Services in the design, contract documentation and administration of the construction contract plus and including the selection and coordination of furnishings for a New Fire Station on Upper Wellington Street, North of Stonechurch Rd. East.

Note: This total is made up of a fixed fee of \$90,000.00, \$15,000.00 for the City insurance requirement of two million dollars, \$3,000.00 for expenses and \$5,500.00 for contingencies. Funds are available in Account No. CF 5450 488941001.

  
D. Vyce, Director Property Dept.

FINANCIAL IMPLICATIONS: N/A

BACKGROUND:

1. Project Description:

- .1 The City of Hamilton Fire Department require a new Fire Station to house one Pumper Truck and a staff of 28 Fire Fighters in four shifts, with 7 men on duty per shift.
- .2 The total floor area for the building is approximately 7,500 sq.ft. on a 54,000 sq.ft site on Upper Wellington Street approximately 500' ft. North of Stonechurch Road. Also included in the Project is a 30 student classroom, a parking area for approximately 20 cars, a refuelling island and a outdoor training area.



PERSONNEL COMMITTEE

CITY OF HAMILTON  
TREASURY

FINANCIAL REPORT OF CURRENT ESTIMATES FOR THE PERSONNEL COMMITTEE  
FOR THE PERIOD ENDED SEPTEMBER 30, 1989

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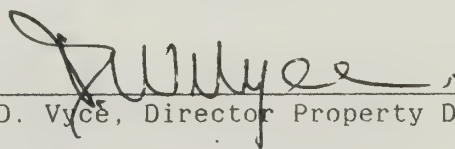
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- .2 The total floor area for the building is approximately 7,500 sq.ft. on a 54,000 sq.ft site on Upper Wellington Street approximately 500' ft. North of Stonechurch Road. Also included in the Project is a 30 student classroom, a parking area for approximately 20 cars, a refuelling island and a outdoor training area.



BACKGROUND:.....Cont'd

1. Project Description.....Cont'd

- .3 Construction is expected to start in the summer of 1990 and be completed early in 1991.
- .4 The total project budget, approved by council May 30, 1989 is \$1,400,000.00. This total is made up of \$1,200,000.00 for construction, \$50,000.00 furnishings, \$113,500.00 Consultant Fees and \$36,500.00 for permits, contingencies, etc.

2. Consultant Selection:

- .1 An advertisement was placed in the Spectator for "Services of Architects" on September 5th. 1989. Nine Architectural Firms submitted their credentials on September 20th. 1989 as requested.
- .2 A 5 member Selection Committee was formed by the Architectural Division consisting of: The Fire Department/2 members, The Maintenance Division/1 member, the Architectural Division/1 member, and the Property Department/1 member All five members had equal votes in the process.
- 3. Three Firms were short listed by the Committee, sent an information package on the specific project and asked to submit proposals through the City Clerks Department by Wednesday October 11, 1989, 11:00 A.M. Interviews with the three Firms were then conducted by the Committee on October 18th. 1989. Based on these interviews and the Firms submitted proposal package, Yamamoto Architects Inc. was selected.

3. The Consultant:

Yamamoto Architects Inc. Burlington with A&M & P.T. Engineering both of Hamilton, was the Consultant Team that submitted the lowest tendered fee and achieved the highest rating by all Selection Committee Members.

c.c. J. Fitzpatrick, Deputy Fire Chief Hamilton Fire Department  
G. Baker, Platoon Chief, Hamilton Fire Department  
R. Swan, Manager Maintenance Division



FOR ACTION

6.

REPORT TO: Mrs. S. Reeder, Secretary  
Personnel Committee

FROM: Chief L. G. Saltmarsh  
Fire Chief

DATE: 1989 November 06  
COMM FILE:  
DEPT FILE: FPB-SS01

SUBJECT: Proposed Resolution to the Provincial Government of Ontario

RECOMMENDATION: That the Personnel Committee recommend to Council that the following Resolution be forwarded to the Provincial Government of Ontario

Resolution: That the Council of the City of Hamilton petition the Provincial Government of Ontario to enact changes to the Ontario Building Code which would require that all new buildings constructed in the Province of Ontario be provided with automatic sprinkler protection

*L. G. Saltmarsh*

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

The rapid growth in the construction industry and the resultant increase in fire hazards and property values has brought about the need for more adequate protection against fire. The difficulty in reaching many fires with hose lines is often demonstrated and equipment such as portable fire extinguishers may be inadequate unless the fire was discovered in its earliest stages. The installation of an automatic sprinkler system will not only detect a fire in its earliest stage, it will then sound an alarm and distribute water upon the fire in sufficient quantity either to extinguish it entirely or to contain it to a controlled area. The installation of such a system in all buildings will greatly reduce the amount of fire loss and will surely have an impact upon the number of injuries and fatalities incurred each year across the Province.



In the City of Hamilton, there have been seventy-six (76) fire fatalities during the past ten (10) years. Not one of these deaths occurred in a fully sprinklered building or in the sprinklered portions of partially sprinklered buildings.

Fire losses during the same ten (10) year period have increased by 97% from a total of 4.49 million dollars in 1979 to 8.87 million dollars in 1988.

Automatic sprinklers, when properly installed and maintained, provide an effective safeguard against loss of life by fire. Their value cannot only be measured physically, but also psychologically, as they tend to give a sense of security to building occupants. National Fire Protection Association records of loss of life by fire show that in completely sprinklered buildings, fire fatalities are minimal. These fatalities are limited to situations in which sprinklers could not be expected to be effective, such as in cases where the water supply is shut off or where an explosion or flash fire occurs. Water discharge from sprinklers will reduce the smoke levels in a room and will cool the smoke which in effect will allow for additional time in which building occupants can safely evacuate the fire area.

A common misconception of sprinkler systems is that all sprinkler heads activate in the event of a fire. Records indicate that in 37.4% of fires where sprinkler systems operated, the fire was controlled by one automatic sprinkler head and in the remaining fires, five or less sprinkler heads controlled the fire. Water damage caused by sprinklers is negligible when compared to the damage caused by fighting a fire with hose lines. As an illustration, a standard sprinkler operating at 30 psi would deliver approximately 40 gallons of water per minute, whereas a 1 1/2" hose line equipped with a fog nozzle operating at 100 psi would deliver approximately 80 gallons of water per minute. Because sprinklers would activate in the early stages of a fire and would apply water only at the fire location, the amount of water damage is minimal when compared to the potential damage resulting from the use of hose lines.

In addition to the saving in direct fire losses due to sprinkler protection, there is a savings represented by the reduction of business loss or interruption. The destruction of buildings and property by fire could have an adverse effect or even a permanent effect on not only the owner, tenants or employees, but also the community. Should a fire occur in a sprinklered building, the owner could be faced with a minimal amount of fire damage and some water damage, however, this is in direct contrast to the amount of fire damage which could occur in an unsprinklered building. Automatic sprinkler protection can therefore be viewed as the difference between a minor interruption of business or the prolonged or permanent shutdown of business. It is estimated that 40% of businesses do not re-open after a fire due to the loss of customers, skilled personnel moving on to other employment or the loss of company records.



Insurance companies are naturally interested in the reduction of property loss risks. Their rates are dependent upon many factors, one of which is automatic sprinkler protection. The installation of a sprinkler system may reduce the cost of fire insurance by up to 70% in some occupancies. These savings on insurance may be adequate to finance, over several years time, the installation of automatic sprinkler protection.

In conclusion, it is recognized that the existing Ontario Building Code requires the installation of automatic sprinkler systems in specific applications, however, it is my belief that broadening the automatic sprinkler requirements to include all new buildings in the Province of Ontario, is the most effective means of accomplishing the objectives of the fire service which are the reduction in loss of life and property damage resulting from fire.

cc Mr. L. Sage  
Chief Administrative Officer  
City Hall







FOR ACTION

7.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Chief L. G. Saltmarsh

DATE: 1989 November 7

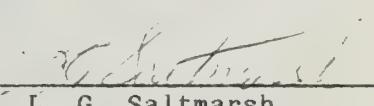
COMM FILE:

DEPT FILE: 7.1.1.90

SUBJECT: 1990 - 1994 Capital Budget

RECOMMENDATION:

That the 1990 - 1994 Capital Budget of the Hamilton fire Department be approved and forwarded to the Treasurer for consideration in the proposed 1990 - 1994 Capital Budget.

  
L. G. Saltmarsh

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

See Individual Capital Project Submission Forms

BACKGROUND:

Costs for the amalgamation of two mountain fire stations have been updated. The land acquisition estimate has been reduced from \$1,000,000. to \$800,000. as the most expensive parcel of land is no longer being considered. Construction costs, however, have increased from \$2,200,000. to \$2,650,000.

New projects for consideration are as follows:

Public Safety Trunking Radio Communications - \$2,500,000. for 1991

Computer Aided Dispatch - \$1,200,000. for 1991

Land acquisition and construction - replacement of Ray Street Fire Station - \$1,100,000. and \$3,500,000 for 1995. These amounts reflect a 7% annual inflation rate as requested by the Treasury Department.



City of Hamilton  
Treasury

1990-1994 CAPITAL BUDGET  
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Fire  
03-033-30000
2. (a) PROJECT NUMBER: Fire Station Upper Sherman and Fennell  
(b) PROJECT NAME: Land Acquisition
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:  
To purchase land for the construction of a fire station in 1991 that would  
amalgamate two existing stations that are located on Upper Gage at Queensdale  
and on Upper Wentworth at Mohawk
4. (a) PROJECT STARTING DATE: 1991  
(b) PROJECT FINISHING DATE: 1992  
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1990
5. (a) GROSS COST OF PROJECT  
IN YEAR-OF-START DOLLARS: \$ 800,000  
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ —  
(c) NET CITY'S COST: \$ 800,000
- NO. OF PERSON  
YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1990 \$ 800,000 n/a  
- 1991 \$ — —  
- 1992 \$ — —  
- 1993 \$ — —  
- 1994 \$ — —  
- 1995 & after \$ — —  
(b) TOTAL NUMBER OF PERSON YEARS CREATED: n/a
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: See Project Number 30001
8. ADDITIONAL ANNUAL OPERATING COST: n/a
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:  
Proposed amalgamation of services would be delayed until land acquisition  
and subsequent construction is completed.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?  
NO ☐ YES ☒ - AT CITY'S COST OF \$ 1,000,000  
- SCHEDULED TO START IN THE YEAR 1991

Signature of Department Head/Local  
Board Manager  
(for Standing Committee)

Signature of C.A.O.  
(for Executive Committee)

Date

Date



City of Hamilton  
Treasury

1990-1994 CAPITAL BUDGET  
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Fire
2. (a) PROJECT NUMBER: 03-033-30001
- (b) PROJECT NAME: Fire Station, Upper Sherman and Fennell  
Construction - Replacing two stations
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:  
To more centrally provide emergency fire protection in the area presently  
served by two fire stations that are located on Upper Gage at Queensdale  
and Upper Wentworth at Mohawk
4. (a) PROJECT STARTING DATE: 1991
- (b) PROJECT FINISHING DATE: 1992
- (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1990
5. (a) GROSS COST OF PROJECT  
IN YEAR-OF-START DOLLARS: \$ 2,650,000
- (b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ \_\_\_\_\_
- (c) NET CITY'S COST: \$ 2,650,000
- NO. OF PERSON  
YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1990 \$ \_\_\_\_\_ 12
- 1991 \$ 1,250,000 12
- 1992 \$ 1,400,000 13
- 1993 \$ \_\_\_\_\_
- 1994 \$ \_\_\_\_\_
- 1995 & after \$ \_\_\_\_\_
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: 25
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: 20
8. ADDITIONAL ANNUAL OPERATING COST: \$ n/a
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:  
Proposed amalgamation of services would be delayed until an adequate  
facility is provided
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?  
NO ☐ YES ☒ - AT CITY'S COST OF \$ 2,200,000  
- SCHEDULED TO START IN THE YEAR 1991

Signature of Department Head/Local  
Board Manager  
(for Standing Committee)

Signature of C.A.O.  
(for Executive Committee)

Date

Date



City of Hamilton  
Treasury

1990-1994 CAPITAL BUDGET  
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Fire
2. (a) PROJECT NUMBER: \_\_\_\_\_  
(b) PROJECT NAME: Public Safety Trunking Radio Communications
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:  
Improve integrated emergency radio communications for Fire,  
Public Works, Traffic, Police, area municipal fire, Region  
Engineers and Conservation Authority. Police, Region Engineers  
and Conservation Authority are not included in this Capital  
Budget submission.
4. (a) PROJECT STARTING DATE: 1991  
(b) PROJECT FINISHING DATE: 1992  
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1990
5. (a) GROSS COST OF PROJECT  
IN YEAR-OF-START DOLLARS: - \$ 2,500,000.  
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ \_\_\_\_\_  
(c) NET CITY'S COST: \$ 2,500,000.
- NO. OF PERSON  
YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1990 \$ \_\_\_\_\_  
- 1991 \$ 2,500,000. n/a  
- 1992 \$ \_\_\_\_\_  
- 1993 \$ \_\_\_\_\_  
- 1994 \$ \_\_\_\_\_  
- 1995 & after \$ \_\_\_\_\_
- (b) TOTAL NUMBER OF PERSON YEARS CREATED: n/a
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: \_\_\_\_\_
8. ADDITIONAL ANNUAL OPERATING COST: \$ unknown at this time
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:  
Impacts on total emergency communications system coordinated  
with Police, Public Works, Traffic, area municipality fir,  
Region Engineers and Conservation Authority.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?  
NO ☒ YES ☐ - AT CITY'S COST OF \$ \_\_\_\_\_  
- SCHEDULED TO START IN THE YEAR \_\_\_\_\_

Signature of Department Head/Local  
Board Manager  
(for Standing Committee)

Signature of C.A.O.  
(for Executive Committee)

Date

Date



City of Hamilton  
Treasury

1990-1994 CAPITAL BUDGET  
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Fire
2. (a) PROJECT NUMBER: \_\_\_\_\_  
(b) PROJECT NAME: Computer Aided Dispatch
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:  
Automated records data base which assists dispatchers with  
vehicle dispatch and records keeping. Emphasizing record  
retrieval of Hazardous Material, disabled persons location,  
response route problems, etc. The Computer Aided Dispatch,  
incorporating records function through all reporting stages.  
The Computer Aided Dispatch integrates with enhanced 911 functions  
and trunking radio functions.
4. (a) PROJECT STARTING DATE: 1991  
(b) PROJECT FINISHING DATE: 1992  
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1990
5. (a) GROSS COST OF PROJECT  
IN YEAR-OF-START DOLLARS: \$ 1,200,000.  
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ \_\_\_\_\_  
(c) NET CITY'S COST: \$ 1,200,000.

NO. OF PERSON  
YEARS CREATED

6. (a) YEAR OF EXPENDITURE - 1990 \$ 1,200,000 n/a  
- 1991 \$ \_\_\_\_\_  
- 1992 \$ \_\_\_\_\_  
- 1993 \$ \_\_\_\_\_  
- 1994 \$ \_\_\_\_\_  
- 1995 & after \$ \_\_\_\_\_  
(b) TOTAL NUMBER OF PERSON YEARS CREATED: n/a

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: n/a
8. ADDITIONAL ANNUAL OPERATING COST: unknown at this time
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:  
Makes trunking radio system and emergency 911 projects less  
effective. Cumbersome manual records would continue to be  
maintained.

10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?

NO ☒ YES ☐ - AT CITY'S COST OF \$ \_\_\_\_\_  
- SCHEDULED TO START IN THE YEAR \_\_\_\_\_

\_\_\_\_\_  
Signature of Department Head/Local  
Board Manager  
(for Standing Committee)

\_\_\_\_\_  
Signature of C.A.O.  
(for Executive Committee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



City of Hamilton  
Treasury



**FUTURE CAPITAL PROJECT  
SCHEDULED TO BE STARTED 1995-1999**

1. DEPARTMENT/LOCAL BOARD: Fire
2. (a) PROJECT NUMBER: \_\_\_\_\_  
(b) PROJECT NAME: Replace Ray Street Fire Station -  
Land Acquisition.
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:  
Land acquisition for relocation of Ray Street Fire Station.  
This estimate does not include business loss (if applicable).
4. (a) PROJECT STARTING DATE: 1995  
(b) PROJECT FINISHING DATE: 1995  
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1994
5. (a) GROSS COST OF PROJECT  
IN YEAR-OF-START DOLLARS: \$ 1,100,000.  
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ \_\_\_\_\_  
(c) NET CITY'S COST: \$ 1,100,000.
- |        |                                       |                     | NO. OF PERSON<br>YEARS CREATED |
|--------|---------------------------------------|---------------------|--------------------------------|
| 6. (a) | YEAR OF EXPENDITURE                   |                     |                                |
|        | - 1995                                | \$ <u>1,100,000</u> | <u>n/a</u>                     |
|        | - 1996                                | \$ _____            | _____                          |
|        | - 1997                                | \$ _____            | _____                          |
|        | - 1998                                | \$ _____            | _____                          |
|        | - 1999                                | \$ _____            | _____                          |
|        | - 2000 & AFTER                        | \$ _____            | _____                          |
| (b)    | TOTAL NUMBER OF PERSON YEARS CREATED: |                     | <u>n/a</u>                     |
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: none
8. ADDITIONAL ANNUAL OPERATING COST: \$ n/a
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

Unable to construct replacement fire station.

\_\_\_\_\_  
Signature of Department Head/Local  
Board Manager  
(for Standing Committee)

\_\_\_\_\_  
Signature of C.A.O.  
(for Executive Committee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



City of Hamilton  
Treasury



**FUTURE CAPITAL PROJECT  
SCHEDULED TO BE STARTED 1995-1999**

1. DEPARTMENT/LOCAL BOARD: Fire
2. (a) PROJECT NUMBER: \_\_\_\_\_  
(b) PROJECT NAME: Replace Ray Street Fire Station-construction.
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:  
Construction of a fire station to replace outdated facility  
which opened in 1959. Location would be changed to improve  
access to main arterial street.
4. (a) PROJECT STARTING DATE: 1995  
(b) PROJECT FINISHING DATE: 1996  
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1994
5. (a) GROSS COST OF PROJECT  
IN YEAR-OF-START DOLLARS: \$ 3,500,000.  
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ \_\_\_\_\_  
(c) NET CITY'S COST: \$ 3,500,000.
- |        |                                       |                      | NO. OF PERSON<br>YEARS CREATED |
|--------|---------------------------------------|----------------------|--------------------------------|
| 6. (a) | YEAR OF EXPENDITURE - 1995            | \$ <u>2,000,000.</u> | <u>14</u>                      |
|        | - 1996                                | \$ <u>1,500,000</u>  | <u>11</u>                      |
|        | - 1997                                | \$ _____             | _____                          |
|        | - 1998                                | \$ _____             | _____                          |
|        | - 1999                                | \$ _____             | _____                          |
|        | - 2000 & AFTER                        | \$ _____             | _____                          |
| (b)    | TOTAL NUMBER OF PERSON YEARS CREATED: |                      | <u>25</u>                      |
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: none
8. ADDITIONAL ANNUAL OPERATING COST: none
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:

Continued use of outdated station. Also, location is  
undesirable due to narrow width of access road.

*[Signature]*  
Signature of Department Head/Local  
Board Manager  
(for Standing Committee)

\_\_\_\_\_  
Signature of C.A.O.  
(for Executive Committee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date







FOR ACTION

8.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Chief L. G. Saltmarsh  
Fire Chief

DATE: 1989 October 23

COMM FILE:

DEPT FILE:

SUBJECT: Fire Service Options for  
Hamilton-Wentworth

OCT 25 1989

RECOMMENDATION:

- (a) That prior to the establishment and terms of reference for such a task force, all municipal councils would agree on the need for such a study.
- (b) That Hamilton City Council ask for Regional Council to direct that the Regional Fire Co-ordinator establish a task force with representation from each municipality and the Office of the Ontario Fire Marshal to conduct a feasibility study concerning the possible unification and integration of some or all of municipal fire services within the Regional Municipality of Hamilton-Wentworth.

FINANCIAL IMPLICATIONS: (TO BE DETERMINED)

BACKGROUND:

On July 19, 1989, the Personnel Committee discussed the possible regionalization of the Fire Service. As a result, a report was requested from the Fire Chief for the City of Hamilton on the impact of such a proposal.

Attached, as requested, is my report titled "Fire Service Options for Hamilton-Wentworth".

It is my opinion as Fire Chief for the City of Hamilton and as Regional Fire Co-ordinator that the recommendations listed above are a reasonable and prudent manner in which to further explore possible cost benefits and enhanced emergency and fire prevention delivery services within the Region.



Attachment

cc. Mr. Lou Sage, Chief Administrative Officer  
The Corporation of the City of Hamilton  
Mr. W. McMillin Carson, Chief Administrative Officer  
The Regional Municipality of Hamilton-Wentworth







F I R E     S E R V I C E  
O P T I O N S  
F O R   H A M I L T O N   -   W E N T W O R T H

prepared by:

The Hamilton Fire Department  
L. G. Saltmarsh, Chief  
October, 1989







# THE REGIONAL MUNICIPALITY OF HAMILTON - WENTWORTH

PLANNING AND DEVELOPMENT DEPARTMENT  
HAMILTON  
JULY 1974

Scale: 1 inch = 2 miles



LEGEND

- HIGHWAY
- REGIONAL ROAD
- LOCAL ROAD OR TRAIL
- MUNICIPAL BOUNDARY







## INTRODUCTION

On January 1, 1974 the Regional Municipality of Hamilton-Wentworth came into existence by provincial legislation which created a two-tier system of local government covering a land area of 454 square miles and encompassing six lower-tier municipalities.

The Regional Municipality of Hamilton-Wentworth Act assigned fire service responsibilities to the area municipalities while also establishing the position of Regional Fire Coordinator. The Fire Coordinator's mandate as vested in Section 133 of the Act is to establish an emergency fire service plan and program.

Changes throughout the Region since 1974 have resulted in a request for this discussion paper on the current delivery of local fire department services.

Addressing this issue should be done by considering the division structure of our area fire departments.

## COMMUNICATIONS

In 1985 Dundas became the last of the regional municipalities to contract its dispatch services from the Hamilton Fire Department.

The charge for services provided by the Communications Division is based on the "apportioned equalized assessment" formula as provided by the Ontario Ministry of Municipal Affairs.

These services include:

- Emergency service dispatch
- Information inquiries from the general public



- Provision of hazardous materials information and resource data
- Coordination of monthly fire alarm testing with private contractors
- Research and development of new technologies such as:

Enhanced 911

Computer Aided Dispatch

Trunking Radio Systems

- The development of specifications for the purchase of mobile and portable radios. (This service is used on a voluntary basis).
- Cartography service for other agencies and selected area municipal fire departments.

Looking to the future consideration should be given to the possible integration of other fire department services.

#### FIRE PREVENTION

The Fire Prevention Division for the City of Hamilton has a full-time staff consisting of 17 inspectors and three civilian stenographic employees.

Under the direction of the Chief Fire Prevention Officer a "Total Task" system has been developed using in-service firefighting companies supported by Fire Safety Officers who carry out commercial inspections to ensure compliance with the Ontario Fire Code.



The "Home" inspection program with the objective of community safety through education is another example of joint programming between the Fire Prevention and Fire Suppression divisions of the Hamilton Fire Department.

The Fire Prevention Division is required to enforce all applicable fire regulations in accordance with a multitude of codes, acts and bylaws (Appendix #1).

Support services are also provided by the Fire Prevention Division under the Ontario Building Code, such as the testing of life safety systems in new construction in cooperation with the Department of Buildings.

All inspectors in the Fire Prevention Division are Assistants to the Fire Marshal, in accordance with the Fire Marshal's Act.

These professionals are entrusted with many diverse functions, such as:

- General inspections
- Follow up inspections to ensure compliance with laws
- Processing of offenses in Provincial Court
- Inspections for municipal licences through the City of Hamilton Clerk's Department.
- Inspection of all citizen complaints
- Inspection of all deficiencies detected by the Firefighting Division during emergency responses.
- Preparation and issuing of occupant load cards.



In conjunction with the aforementioned services there is also an extensive "training" program which includes:

- The annual Industrial Fire School
- "In House" training for industrial and commercial occupancies
- Scheduled fire safety presentations to schools, service groups, special interest groups, etc.

In addition, the Hamilton Fire Department Prevention Division coordinates the Fire Safety Plan Review committee, which meets frequently to examine all fire safety plans prior to their implementation as directed by the Ontario Fire Code.

It should be noted that there are a number of paid services which, through a fee schedule, generate a revenue return to the municipality.

The surrounding municipalities within the Region have a large variance in their levels of service, that range from part-time inspectors to full-time staff with dual functions as firefighters. If it is deemed desirable to provide parallel levels of service throughout the Region, it is estimated that an additional three inspectors and one administrative assistant would be required. This estimate is based on the assumption that utilization of the existing inspectors within the Region would be under the direction of the Chief Fire Prevention Officer.

The estimated increase in personnel is based on the number of field inspectors per 100,000 of population and the maintaining of the ratio of administrative staff to Fire Prevention Inspectors.



Using 1988 dollars as a bench mark, the costing is approximately \$185,000 per year.

This estimate is based on the assumption that utilization of the existing inspectors within the Region would be under the direction of the Chief Fire Prevention Officer.

### TRAINING

Training is a major and vital component in the delivery of all related fire service functions. The Training Division of the Hamilton Fire Department at present consists of five personnel. These full time staff members are accountable for a diversified list of training responsibilities. (Appendix #2)

In the fall of 1974 the Hamilton Fire Department conducted the first regional fire school at the Mount Hope Airport. Although the location has now changed to the Simulated Fire and Rescue Complex on Stone Church Road, the program continues.

Prior to the opening of the Training Complex (S.F.R.C.), in 1979, the regional fire departments were offered an opportunity in the sharing of the construction cost, thus providing all regional departments with access to a facility second to none in Canada. The offer was declined.

Since that time, training responsibilities have gone unchanged in that they remain under the jurisdiction of the local fire departments. Area departments again utilize many different approaches to fulfil this function.



Two regional fire departments have made arrangements to train at a complex outside the boundaries of Hamilton-Wentworth, others have continued to stand alone. Stoney Creek, for example, has chosen to increase the level of usage of the S.F.R.C. over the last few years. (Appendix #3)

To reiterate the statement of training being the foundation of so many other fire service responsibilities, it becomes apparent there exists a lack of standardized training for firefighters both full and part-time, throughout the Region.

Assuming again that the Stoney Creek Fire Department is successful with their request for a training officer and the full-time training officer from the Ancaster Fire Department could be utilized on a regional level, standardization might be realized with the acquisition of two additional full-time training staff.

Many factors were considered in arriving at the estimated staffing level for Training Division.

First is the use of a ratio of number of firefighters per training officer, since a major thrust would be the development of standards, there was no initial differentiation between full and part-time staff.

A second factor is the required extension of operating hours for the Simulated Fire and Rescue Complex, to a full seven days per week, 16 hours per day schedule. This requirement is necessitated by the variance of working hours for part-time firefighters.



It should be noted that the Hamilton Fire Department uses NFPA 1403 as their standard for "live fire training", one instructor to each functional crew, which shall not exceed five students.

Again, using 1988 dollars, the estimated cost would equate to \$107,000 per year.

This full time training staff would require supplementation, using firefighting officers as on-duty coordinators. The impetus for today's high training standards must come from the need to not only deliver professional levels of emergency service, but also to satisfy the duties of the employer as outlined under Part 3, Section 14 of the Occupational Health and Safety Act, Revised Statutes of Ontario, 1980, Chapter 321. (Appendix #4)

### FIREFIGHTING

Today the title of this division is a misnomer, for the responsibilities range from traditional firefighting to all aspects of first responder emergency medical service, the handling of hazardous material incidents, to an endless variety of rescue situations.

The largest percentage of all fire department operating budgets is consumed by the firefighting division. Here, as with the other divisions, there exists a wide range in the type and level of service delivery.

The demands for fire services have not remained constant. Over the last decade, for example, Hamilton Fire Department alarms have doubled.

The City of Stoney Creek is a good example of a transition from a part-time to a full-time fire department.



Their operating budget has experienced annual increases from 61 per cent to 79 per cent over the last few years, with the trend indicating comparable increases in the future.

In a region with a population of 430,000, and a variety of life styles, ranging from rural living to high density urban development, it would seem obvious to discover an equally diverse delivery of emergency fire related services.

The Region houses fire departments with firefighting divisions ranging in format from complete part time staffing through composite manning (part and full-time), to the full time paid professional force, such as exists in the City of Hamilton.

Historically, fire departments have used response times to compare service delivery. In the region, the variation is from 3.3 minutes averaged from 10,005 alarms per year for Hamilton, to 7.3 minutes from 714 alarms per year for the Town of Flamborough.

It should be noted that this statistic is not an accurate reflection of delivery. One must also consider what level of manning and equipment arrives on the scene during these time frames.

The closer the examination the more prevalent it becomes that a wide range exists in the level of fire department services received by the citizen of the Hamilton-Wentworth Region.



## CONCLUSION

In summary, given the political will and the necessary financial resources, all of the logistical problems may be overcome.

The options for providing comparable fire related services are theoretically infinite.

Considerations could be given to contracting services out from one municipality to another, or the fulfilling of the recommendations of the Stewart Review Commission of May 1978, the restructuring of the fire services into one single administration.

This action would provide standards for all aspects of service delivery, including fire suppression operations. It would enable a coordinated approach to planning for station location, thus providing the citizens of the region with emergency response from the closest station, regardless of autonomous boundaries.

The driving force remains as to what level of service is deemed adequate by Regional Councillors.







APPENDIX #1

ACTS, CODES AND BYLAWS ENFORCED BY THE HAMILTON FIRE PREVENTION BUREAU

1. Fire Marshal's Act
2. Ontario Fire Code
3. Ontario Building Code
4. Child and Family Services Act
5. Homes for Retarded Persons Act
6. Homes for Special Care Act
7. Hotel Fire Safety Act
8. Propane Handling Act
9. Gasoline Handling Act
10. Bylaw #86-253 (Smoke Alarm)
11. Bylaw #79-128 (Fireworks)
12. Bylaw #80-259 (Second Level Lodging House)
13. Bylaw #89-73 (Fire Routes)
14. Bylaw #88-143 (New Subdivisions. Fire Protection Services)
15. NFPA, ULC, CSA Standards
  - (a) NFPA - 13 - Sprinklers
  - (b) NFPA - 96 - Commercial Cooking Equipment
  - (c) ULC - S536 - 1979 - Fire Alarms
  - (d) CSA - C282 - 1977 - Emergency Generators







APPENDIX #2

RESPONSIBILITIES OF THE HAMILTON FIRE DEPARTMENT TRAINING DIVISION

1. Recruit Training
  - (a) Physical testing
  - (b) Interview process
  - (c) 9-week's basic training
2. Classification Examinations
3. Acting Lieutenants' Examination
4. First Responder Program
  - (a) Red Cross
  - (b) C.P.R.
5. Driver Training and Certification
6. Officer's Preparation Courses
7. Practical Training at S.F.R.C.
  - (a) Suppression drills
  - (b) Vehicle extrication
  - (c) Hazardous material
8. Support Services
  - (a) Audio and video programs
  - (b) Equipment evaluations
  - (c) Development of training manuals
  - (d) Regional fire schools
  - (e) Coordination of educational courses, i.e. Mohawk College
  - (f) Maintenance of records
9. WHMIS training for all fire personnel.







APPENDIX #3

UTILIZATION OF THE SIMULATED FIRE AND RESCUE COMPLEX BY THE STONEY CREEK FIRE  
DEPARTMENT

1. Physical Performance Testing conducted by Hamilton Fire Department personnel, July 25, 1987. 8 men tested.
2. Probationer Training of four probationary firefighters, for a period of seven weeks, September 1, 1987.
3. May of 1988 - Agility test for Stoney Creek firefighter candidates.
4. Fire Command, Fire and Rescue Training at the S.F.R.C.  
Conducted by two Hamilton Fire Department officers. Pumper and truck evolutions for 11 days, June, September and October-November, 1989.  
Approximately 10-11 men each day.







DUTIES OF EMPLOYERS

Section 14.-(1) An employer shall ensure that,

(a) the equipment, materials and protective devices as prescribed are provided:

(b) the equipment, materials and protective devices provided by him are maintained in good condition;

(c) the measures and procedures prescribed are carried out in the work place:

(d) the equipment, materials and protective devices provided by him are used as prescribed;

Section 14 (2) Without limiting the strict duty imposed by subsection (1), an employer shall,

(a) provide information, instruction and supervision to a worker to protect the health or safety of the worker;

(b) when appointing a supervisor, appoint a competent person;







FIRE DEPARTMENT STATISTICS  
HAMILTON - WENTWORTH REGION

CITY	POPULATION	NUMBER OF STAFF	RATIO/ 1000 POPULATION	1988 CURRENT BUDGET	NOTE	COST PER CAPITA	1988 FIRE LOSS	FIRE LOSS PER CAPITA
ANCASTER	19,728	FULL TIME	15	0.76				
		PART TIME	15	0.76				
		TOTAL	30	1.52	1	23.97	757,901	38.42
DUNDAS	20,640	FULL TIME	16	0.78				
		PART TIME	30	1.45				
		TOTAL	46	2.23		53.61	252,708	12.24
FLAMBOROUGH	27,116	FULL TIME	1	0.04				
		PART TIME	120	4.43				
		TOTAL	121	4.46		23.13	1,708,722	63.02
GLANBROOK	9,493	PART TIME	55	5.79		21.40	194,798	20.52
		FULL TIME	472	1.53		80.47	7,070,798	22.98
		TOTAL	527					
STONEY CREEK	45,326	FULL TIME	28	0.62				
		PART TIME	75	1.65				
		TOTAL	103	2.27	2	36.13	969,256	21.38

NOTE 1 - ANCASTER UTILIZES 5 OF THE 15 FULL TIME STAFF FOR AMBULANCE MANNING. FUNDING FROM PROVINCIAL GOVERNMENT \$235,400.

NOTE 2 - STONEY CREEK OPERATING BUDGET IN 1989 IS \$2,047,020. DUE TO TRANSITION FROM PART TIME TO FULL TIME STAFFING.







## ESTIMATES FOR COSTING

(1988 DOLLARS)

## FIRE PREVENTION

3 inspectors	x	\$44,430.00
	=	\$133,290.00
add 1 administration staff	-	\$21,000.00
	=	\$154,290.00
estimated benefits at 20 %	=	\$30,858.00
rounded off	=	\$185,000.00

## TRAINING

2 training officers	x	\$44,430.00
	=	\$88,860.00
estimated benefits at 20%	=	\$17,772.00
rounded off	=	\$107,000.00







## STAFFING ESTIMATES

## HAMILTON (TRAINING)

5 staff for 420 firefighters  
= 1 staff for 84 firefighters

## REGION (TRAINING)

4 staff for 355 firefighters  
= 1 staff per 89 firefighters

## HAMILTON (FIRE PREVENTION)

15 inspection staff for 307,690 population  
= 1 inspection staff per 20,513 population

## REGION (FIRE PREVENTION)

6 inspection staff for 121,776 population  
(3 existing inspectors plus 3 suggested inspectors)  
= 1 inspector per 20,296 population

The calculations are based on field inspectors.

The two senior administrators from the Hamilton Fire Prevention Bureau would assume increased responsibilities.







9.

FOR ACTION

NOV 10 1989

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1989 November 9  
COMM FILE:  
DEPT FILE: C-061-89

SUBJECT: The Electrical Trade Bargaining Agency of the Electrical Contractors Association of Ontario and The International Brotherhood of Electrical Workers and the I.B.E.W. Construction Council of Ontario representing the following affiliated Local Unions 105, 115, 120, 303, 353, 402, 530, 586, 594, 773, 804, 1687 and 1739.

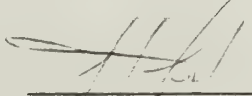
RECOMMENDATION:

Approval of the Attached.

FINANCIAL IMPLICATIONS: (IF NONE. STATE N/A)

n/a

BACKGROUND:

  
\_\_\_\_\_  
J. Johnston



The Electrical Trade Bargaining Agency of the Electrical Contractors Association of Ontario and The International Brotherhood of Electrical Workers and the I.B.E.W. Construction Council of Ontario representing the following affiliated Local Unions 105, 115, 120, 303, 353, 402, 530, 586, 594, 773, 804, 1687 and 1739.

Duration of Agreement - May 24, 1988 to April 30, 1990

	<u>Date</u>	<u>Base Rate</u>	<u>V.P. &amp; S.H.P.</u>	<u>Tax* Union Funds</u>	<u>Non-Tax* Union Funds</u>	<u>Wage Pkg.</u>	<u>ECA Assoc. Fund</u>	<u>Total Pkg.</u>
Journeyman	May 24/88	\$22.42	2.24	0.22	2.50	27.38	0.13	\$27.51
	May 1/89	\$23.33	2.33	0.22	2.50	28.38	0.13	\$28.51
Foreman	May 24/88	\$24.66	2.47	0.22	2.50	29.85	0.13	\$29.98
	May 1/89	\$25.66	2.57	0.22	2.50	30.95	0.13	\$31.08
Apprentices May 24/88								
40	1st Period	\$ 8.97	0.90	0.22	2.50	12.59	0.13	\$12.72
50	2nd Period	\$11.21	1.12	0.22	2.50	15.05	0.13	\$15.18
60	3rd Period	\$13.45	1.35	0.22	2.50	17.52	0.13	\$17.65
70	4th Period	\$15.69	1.57	0.22	2.50	19.98	0.13	\$20.11
80	5th Period	\$17.94	1.79	0.22	2.50	22.45	0.13	\$22.58

Apprentices May 1/89

40	1st Period	\$ 9.33	0.93	0.22	2.50	12.98	0.13	\$13.11
50	2nd Period	\$11.67	1.17	0.22	2.50	15.56	0.13	\$15.69
60	3rd Period	\$14.00	1.40	0.22	2.50	18.12	0.13	\$18.25
70	4th Period	\$16.33	1.63	0.22	2.50	20.68	0.13	\$20.81
80	5th Period	\$18.66	1.87	0.22	2.50	23.25	0.13	\$23.38

Note:

1. A Union Administration Fund of \$0.37 shall be deducted from the Base rate effective May 24, 1988; \$0.47 effective September 1, 1988 and \$0.48 effective May 1, 1989.
2. All Union and Association Funds are to be remitted monthly by the 15th of the month following.
3. Owner/Contractors are eligible for the Health & Welfare Benefits (\$.50) and the Retirement (Pension) Fund (\$2.00); contact L.U. 105 for details.
4. Owner/Contractors are not eligible for the Retirement Incentive Plan (\$.20) and therefore do not remit.

\*Breakdown of Union Funds:

May 24, 1988: Taxable-Retirement Incentive Plan - .20, CCO Fund - .02  
Non-taxable - Health & Welfare - .50, Pension - 2.00



FOR ACTION

10.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1989 October 18  
COMM FILE:  
DEPT FILE: C-060-89

NOV 10 1989

SUBJECT: Pay Grade Assignments for non-union positions in the  
Parking Authority.

RECOMMENDATION: That the pay grades of the following non-union positions  
in the Parking Authority be approved:


<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>RANGE</u>
Office Manager	Perform the day to day management and administrative functions of the Parking Authority such as supervision of office staff and maintenance of all department accounts.	P	\$26,848.64- \$31,573.36
Manager of Operations	Manage the operations of the cashiering and maintenance sections of the Parking Authority.	M	\$34,569.60- \$40,677.00

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Accommodated within existing budget.

BACKGROUND:

These positions arise from a re-organization of the  
Parking Authority.

  
\_\_\_\_\_  
John Johnston







FOR ACTION

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. John Johnston  
Commissioner of Human Resources

DATE: 1989 November 9  
COMM FILE:  
DEPT FILE: C-059-89

SUBJECT: Appointments to and Terminations from Permanent Positions with the  
Corporation to November 09, 1989.

NOV 10 1989

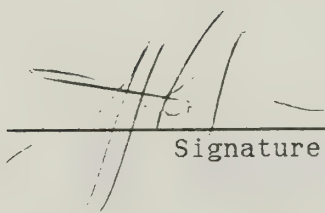
RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

  
\_\_\_\_\_  
Signature



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Douglas F. Bellamy	Truck Driver (Districts) (D-9)	Public Works	Replacing Mr. J. Guenther - retired	\$27,532.96 to \$27,948.96	\$27,948.96 per annum (2 of 2)	16/10/89
Mr. Terry D. Brillinger	Street Sweeper Operator (D-9)	Public Works	Replacing Mr. D. Bellamy - transferred	\$27,532.96 to \$27,948.96	\$27,948.96 per annum (2 of 2)	09/10/89
Mr. James Cardwell	District Chief (C-11)	Fire	Replacing Mr. M. J. Atkinson - promoted	\$52,238.54	\$52,238.54 per annum	24/09/89
Mr. Steven D. Clarke	Traffic Serviceman/Woman I (A-4)	Traffic	Additional Staff as approved in 1989 Budget	\$23,305.36 to \$26,269.36	\$24,874.72 per annum (3 of 5)	30/10/89
Ms. Pamela A. Collier	Pension & Group Insurance Clerk (A-5)	Treasury	Replacing Ms. M. Bailey - resigned	\$24,178.96 to \$28,399.28	\$27,310.92 per annum (4 of 5)	02/10/89
Mr. Dwight Douglas	Labourer/Truck Driver (D-7)	Public Works	Replacing Mr. M. Holmes - promoted	\$27,202.24 to \$27,618.24	\$27,202.24 per annum (1 of 2)	23/10/89
Ms. Debra L. Blake	Taxation Clerk III (E-5)	Treasury	Replacing Ms. P. Collier - promoted	\$22,432.80 to \$25,221.56	\$25,221.56 per annum (4 of 4)	23/10/89
Mr. Dennis R. Embleton	Garbageman/Woman (D-8)	Public Works	Replacing Mr. F. Barker - promoted	\$27,362.40 to \$27,778.40	\$27,778.40 per annum (2 of 2)	16/10/89

Prepared 09/11/89



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Gerald N. Farrell	Zoning Examiner & Code Correlator (A-10)	Building	Replacing Mr. M. Melnick - promoted	\$30,047.16 to \$35,784.32	\$35,784.32 per annum (5 of 5)	16/10/89
Mr. Michael R. Holmes	Truck Driver (Cemetery) (D-8)	Public Works	Replacing Mr. M. Fellicetti - transferred	\$27,362.40 to \$27,778.40	\$27,778.40 per annum (2 of 2)	23/10/89
Mr. David B. Jenkins	Maintenance Assistance (6)	Convention Centre	Replacing Mr. T. Gleeson - terminated	\$19,243.64	\$19,243.64 per annum	07/11/89
Mr. Gregory Letwin	Truck Driver (Districts) (D-8)	Public Works	Replacing Mr. G. Gibbs - promoted	\$27,362.40 to \$27,778.40	\$27,778.40 per annum (2 of 2)	25/09/89
Mr. Mitchell Loik	Labourer/Truck Driver (D-7)	Public Works	Replacing Mr. M. Crease - promoted	\$27,202.24 to \$27,618.24	\$27,202.24 per annum (1 of 2)	23/10/89
Mr. Michael E. McEntee	Street Sweeper Operator (D-9)	Public Works	Replacing Mr. J. Bridge - promoted	\$27,532.96 to \$27,948.96	\$27,948.96 per annum (2 of 2)	23/10/89
Mr. Bradley T. Merritt	Labourer/Truck Driver (D-8)	Public Works	Replacing Mr. T. Brillinger - promoted	\$27,362.40 to \$27,778.40	\$27,362.40 per annum (1 of 2)	23/10/89

Prepared 09/11/89



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Ms. Lucy Smith	Stenographer III (E-3)	Building	Replacing Ms. B. Thompson - resigned	\$19,956.04 to \$21,559.72	\$19,956.04 per annum (1 of 3)	10/10/89
Mr. Ernest Thurston	Lead Hand (Cemetery) (D-8A)	Public Works	Replacing Mr. E. Stec - transferred	\$27,418.56 to \$27,834.56	\$27,834.56 per annum (2 of 2)	02/10/89
Mr. Tom Thurston	Lead Hand (Cemetery) (D 8A)	Public Works	Replacing Mr. W. Morden - transferred	\$27,418.56 to \$27,834.56	\$27,834.56 per annum (2 of 2)	02/10/89
Mr. David B. Walker	Traffic Serviceman/ Woman I (A-4)	Traffic	Additional Staff as approved in 1989 Budget	\$23,305.36 to \$26,269.36	\$24,874.72 per annum (3 of 5)	30/10/89
Mr. Stan Weir	Traffic Serviceman/ Woman II (A-3)	Traffic	Replacing Mr. J. Bowker - promoted	\$21,739.64 to \$24,696.36	\$21,739.64 per annum (1 of 4)	16/10/89
Mr. J. Barry Willard	Lead Hand (Cemetery) (D 8A)	Public Works	Replacing Mr. B. Fleming - transferred	\$27,418.56 to \$27,834.56	\$27,834.56 per annum (2 of 2)	02/10/89



THE CORPORATION OF THE CITY OF HAMILTON  
TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. J. W. Allison	Caretaker	Property	Deceased	14 years, 8 months	24/10/89
Mr. Loris Busnello	Draftsman II	Traffic	Resigned	1 year, 4 months	06/11/89
Mr. Alex Gibson	Fire Fighter	Fire	Terminated	17 years	03/11/89
Mr. Calogero Pilato	Sewer Maintenance Man	Public Works	Retired	33 years, 2 months	27/10/89
Mr. William E. Wildish	Supervisor of Apparatus and Equipment Repairs	Fire	Retired	36 years, 1 month	01/11/89







FOR INFORMATION

12.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee


FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1989 November 9  
COMM FILE:  
DEPT FILE: C-058-89

SUBJECT:  
Performance Appraisal Reviews

BACKGROUND:

The attached list reviews the status of Performance Appraisals received by all City Departments from January to October 1989.

  
\_\_\_\_\_  
J. Johnston



PERFORMANCE REVIEW LISTING

REVIEWS RECEIVED BY HUMAN RESOURCES FOR THE PERIOD JANUARY - SEPTEMBER 1989

<u>DEPARTMENT</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>
Building	0	0	0	0	0	1	0	1	3
C.A.O.	4	0	1	0	0	0	0	0	1
City Clerk's	3	2	1	0	1	0	0	1	1
Community Development	0	0	0	0	0	0	0	0	0
Culture and Recreation	18	7	5	12	7	8	5	2	17
Fire	0	0	0	0	0	0	0	0	0
H.E.C.F.I.	0	0	0	0	6	0	7	2	8
Information Systems	0	0	0	0	0	0	0	0	0
Legal	0	0	0	0	0	0	0	0	0
Parking Authority	0	0	0	0	0	0	0	0	0
Property	11	6	4	5	7	9	3	2	5
Public Works	2	0	1	6	1	3	15	8	3
Traffic	5	6	5	3	4	5	2	3	5
Treasury	2	1	0	0	0	0	2	1	0



PERFORMANCE REVIEW LISTING

REVIEWS RECEIVED BY HUMAN RESOURCES FOR THE PERIOD OCTOBER 1989

<u>DEPARTMENT</u>	<u>OCTOBER</u>
Building	3
C.A.O.	0
City Clerk's	0
Community Development	0
Culture and Recreation	4
Fire	0
H.E.C.F.I.	9
Information Systems	0
Legal	0
Parking Authority	0
Property	8
Public Works	5
Traffic	2
Treasury	0







LIST OF OUTSTANDING COMMITTEE ITEMS

PERSONNEL COMMITTEE

13

<u>ITEM</u>	<u>ORIGINAL DATE</u>	<u>ACTION</u>	<u>STATUS</u>
Establishing Procedure for Exit Interviews	1988 June 22	Commissioner of Human Resources	Pending Report
Firefighters Report	1988 November 23	Fire Chief and Commissioner of Human Resources	Pending Report
Review and presentation to Committee of Department Policies and Procedures	1988 December 20 (Chairman)	Commissioner of Human Resources	Pending Report
		Fire Chief	Pending Report
		City Solicitor	Pending Report
Presentation on Employment Equity	1989 February 22	Speaker - To be determined	For a future meeting
Details on cost charged for water rates for fire hydrants	1989 February 22	City Treasurer	Pending Report
Reclassifications - Solicitor's - City Solicitor's Office	1989 May 24	Commissioner of Human Resources	Pending Report
Recommendation on a revised Policy and Procedure for Job Posting	1989 July 19	Commissioner of Human Resources	Pending Report for 1989 October meeting
Revisions to Procedural By-law on selection of positions beneath the level of Dept. Head	1989 July 19	C.A.O.	Pending Report







CAYONHBLAUS  
CS1A2

E. A. SIMPSON  
CITY CLERK

K. E. AVERY  
DEPUTY CITY CLERK



MRS. J. McANANAMA  
CHIEF LIBRARIAN

CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

## THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 November 28th

### NOTICE OF MEETING

Personnel Committee  
Wednesday, 1989 December 6th  
9:30 o'clock a.m.  
Room 233, City Hall

  
Susan K. Reeder  
Secretary

SKR:mc

### A G E N D A

1. Chairman's Remarks.
2. Minutes of the Meeting held Wednesday, 1989 November 22nd.

### CITY TREASURER

3. Summary of Revenues and Expenditures for the ten months ended 1989 October 31, compared with budget.

### ACTING CITY SOLICITOR

4. September and October Accounts for Litigation Services from Ross and McBride.

J







COMMISSIONER OF HUMAN RESOURCES

5. Salary classification of a position in the Public Works Department, Central Garage.
6. Reclassifications & New Positions - Department of Culture & Recreation.
7. Classification of Solicitors.
8. Appointments to and Terminations from permanent positions with the Corporation to 1989 November 21.
9. List of Outstanding Committee Items.
10. Other Business.
11. Adjournment.







CA 40 N H B L A O S  
C 5 1 P 2

E. A. SIMPSON  
CITY CLERK

K. E. AVERY  
DEPUTY CITY CLERK



CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

## THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1989 November 28th

### NOTICE OF MEETING

Personnel Committee  
Wednesday, 1989 December 6th  
9:30 o'clock a.m.  
Room 233, City Hall

*Susan K. Reeder*  
Susan K. Reeder  
Secretary

SKR:mc

### A G E N D A

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COMMISSIONER OF HUMAN RESOURCES

5. Salary classification of a position in the Public Works Department, Central Garage.
6. Reclassifications & New Positions - Department of Culture & Recreation.
7. Classification of Solicitors.
8. Appointments to and Terminations from permanent positions with the Corporation to 1989 November 21.
9. List of Outstanding Committee Items.
10. Other Business.
11. Adjournment.







Wednesday, 1989 November 22  
9:30 o'clock a.m.  
Room 233, City Hall

2.

The Personnel Committee met.

There were present: Alderman B. Hinkley, Chairman  
Alderman T. Jackson, Vice-Chairman  
Alderman J. Gallagher  
Alderman D. Agostino  
Alderman T. Murray  
Alderman T. Cooke  
Alderman D. Christopherson  
Alderman V. Agro

Regrets: Mayor Robert M. Morrow - Civic Business

Also present: Mr. L. Sage, Chief Administrative Officer  
Mr. J. Johnston, Commissioner of Human Resources  
Mrs. D. Jones, Manager, Personnel Services,  
Human Resources Centre  
Fire Chief Saltmarsh  
Mr. T. Bradley, Manager of Purchasing  
Mr. D. Vyce, Director of Property  
Mrs. Susan K. Reeder, Secretary

The Chairman advised the Committee of the recent death in a car accident of Acting Fire Lieutenant Mike Feyerer and his young son. He added that the funeral for them would be held that morning. Fire Chief Saltmarsh also spoke on this tragic accident.

Recent accident  
fatality - Acting  
Fire Lieutenant Mike  
Feyerer and son

The Chairman also advised members of the Committee of an up-coming joint meeting between the City Personnel Committee and the Regional Finance and Personnel Committee and the Regional Finance and Personnel Committee to be held on Friday, 1989 December 1 respecting the performance Excellence program.

Joint Regional and  
City meeting -  
Performance Excellence  
Programme

The Chairman also advised that the last meeting of the Personnel Committee would be held on Wednesday, 1989 December 6 and that after that, the Personnel responsibilities will be carried out by the new Finance and Administration Committee.

Last meeting of the  
Personnel Committee

The Committee was in receipt of the minutes of their meeting held Wednesday, 1989 October 25 and approved these minutes.

Minutes - 1989  
October 25th

The Committee was in receipt of a report from the Manager of Purchasing dated 1989 October 24 respecting reorganization of the Purchasing Division, Treasury Department.

Reorganization of  
Purchasing Division,  
Treasury Department

The Committee approved the following:

- (a) That one Buyer position (A5) in the Purchasing Division of Treasury be deleted.
- (b) That a new position of Intermediate Buyer be added to the staff compliment of the Purchasing Division and that the Human Resources Centre be requested to classify this position.

NOTE: This position is required to provide the Purchasing function with a person that has the expertise required for the MSA Financial/Purchasing programs. The on-going training and problem solving will be a requirement for this position. There has also been an increased number of tenders that are being called and these will also be assigned to this position.

The additional funding has been included in the 1989 budget for this new position.



Summary of Revenues  
and Expenditures to  
1989 September 30

The Committee was in receipt of an Information Report from the City Treasurer dated 1989 October 25 respecting summary of revenues and expenditures for the nine months ended 1989 September 30 compared with budget. The Committee received this information.

Consultant Selection  
- New Fire Station -  
Upper Wellington

The Committee was in receipt of a report from the Director of Property dated 1989 October 31 respecting Consultant Selection - New Fire Station - Upper Wellington.

The Committee approved the following:

That the Corporation of the City of Hamilton enter into a contract with Yamamoto Architects Inc. of Burlington for a maximum contract price of \$113 500, for full Architectural and Engineering Services in the design, contract documentation and administration of the construction contract plus and including the selection and coordination of furnishings for a New Fire Station on Upper Wellington Street, North of Stone Church Road East.

NOTE: This total is made up of a fixed fee of \$90 000, \$15 000 for the City insurance requirement of two million dollars, \$3 000 for expenses and \$5 500 for contingencies. Funds are available in Account No. CF 5450 488941001.

Proposed resolution -  
Provincial Government  
of Ontario -  
Automatic Sprinkler  
Protection

The Committee was in receipt of a report from the Fire Chief dated 1989 November 6 respecting proposed resolution to the Provincial Government of Ontario.

The Committee approved the following:

That the following Resolution be forwarded to the Provincial Government of Ontario:

That the Council of the Corporation of the City of Hamilton petition the Provincial Government of Ontario to enact changes to the Ontario Building Code which would require that all new buildings constructed in the Province of Ontario be provided with automatic sprinkler protection.

NOTE: The rapid growth in the construction industry and the resultant increase in fire hazards and property values has brought about the need for more adequate protection against fire. The difficulty in reaching many fires with hose lines is often demonstrated, and equipment such as portable fire extinguishers may be inadequate unless the fire was discovered in its earliest stages. The installation of an automatic sprinkler system will not only detect all fire in its earliest stage, it will then sound an alarm and distribute water upon the fire in sufficient quantity either to extinguish it entirely or to contain it to a controlled area. The installation of such a system in all buildings will greatly reduce the amount of fire loss and will surely have an impact upon the number of injuries and fatalities incurred each year across the Province.

1990 - 1994 Capital  
Budget - Fire  
Department

The Committee was in receipt of a report from the Fire Chief dated 1989 November 7 respecting 1990 - 1994 Capital Budget.

The Committee approved the following:

That the 1990 - 1994 Capital Budget of the Hamilton Fire Department be approved and forwarded to the City Treasurer for consideration and a proposed 1990 - 1994 Capital Budget and that this matter be forwarded to the Co-ordinating Committee for approval of the following projects:

- (a) Fire Station - Upper Sherman and Fennell - land acquisition



- (b) Fire Station - Upper Sherman and Fennell construction - replacing two stations.
- (c) Public Safety Trunking Radio Communications
- (d) Computer Aided Dispatch
- (e) Replace Ray Street fire station - land acquisition
- (f) Replace Ray Street fire station - construction

The Committee was in receipt of a report from the Fire Chief dated 1989 October 23 respecting fire service options for Hamilton Wentworth.

Fire Service Options  
for Hamilton  
Wentworth

General discussion ensued on this matter with respect to the financing of fire services should they become regionalized and the Fire Chief also spoke on areas that can be integrated i.e. training of all fire fighters at the City's established training facilities.

The Committee then approved the following:

- (a) That prior to the establishment and terms of reference for a Task Force on the Feasibility of Regionalized Fire Services, that all municipal councils be requested to agree on the need for such a study, and;
- (b) That Hamilton City Council ask for Regional Council to direct that the Regional Fire Co-ordinator establish a task force with representation from each municipality and the Office of the Ontario Fire Marshal to conduct a feasibility study concerning the possible unification and integration of some or all of municipal fire services within the Regional Municipality of Hamilton-Wentworth.

NOTE: A copy of the Fire Chief's report entitled "Fire Service Options for Hamilton-Wentworth" is available from the Committee Secretary upon request.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 November 9 respecting Fair Wage Agreement - The Electrical Trade Bargaining Agency of the Electrical Contractors Association and the International Brotherhood of Electrical Workers and the I.B.E.W. Construction Council of Ontario.

Fair Wage Agreement -  
Electrical Trade  
Bargaining Agency

The Committee approved the following:

That the Fair Wage Agreement of The Electrical Trade Bargaining Agency of the Electrical Contractors Association of Ontario and The International Brotherhood of Electrical Workers and the I.B.E.W. Construction Council of Ontario representing the following affiliated Local Unions 105, 115, 120, 303, 353, 402, 530, 586, 594, 773, 804, 1687 and 1739, as attached herewith and marked Appendix "A", be approved.

The Committee was in receipt of a Report from the Commissioner of Human Resources dated 1989 October 18 respecting Pay Grade Assignments for Non-union Positions in the Parking Authority.

Pay Grade Assignments  
for Non-Union Positions  
in the Parking  
Authority

The Committee approved the following:

That the pay grades of the following non-union positions in the Parking Authority be approved:



<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>RANGE</u>
Office Manager	Perform the day to day management and administrative functions of the Parking Authority such as supervision of office staff and maintenance of all department accounts.	P	\$26,848.64 - \$31,573.36
Manager of Operations	Manage the operations of the cashiering and maintenance sections of the Parking Authority.	M	\$34,569.60 - \$40,677.00

NOTE: Funds accommodated within the existing budget. These positions arise from a re-organization of the Parking Authority.

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1989 November 9 respecting Appointments to and Terminations from permanent positions with the Corporation of the City of Hamilton to 1989 November 9.

The Committee approved the following:

That the Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton to 1989 November 9th as attached herewith and marked Appendix "B", be approved.

The Committee was in receipt of an information report from the Commissioner of Human Resources dated 1989 November 9 respecting the status of Performance Appraisal Reviews completed by all City Departments from 1989 January to October. The Committee agreed to receive this information.

The Committee was in receipt of a list of outstanding Committee items for the Personnel Committee and the Committee agreed to receive this information.

The Committee then moved into an in-camera session to approve the minutes of their in-camera meeting held Tuesday, 1989 September 26.

The Committee then moved back into regular session, and there being no further business the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. HINKLEY, CHAIRMAN  
PERSONNEL COMMITTEE

Susan K. Reeder  
Secretary  
1989 November 22



FOR INFORMATION

NO.

3.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1989 November 24  
COMM FILE:  
DEPT FILE:

SUBJECT: SUMMARY OF REVENUES AND EXPENDITURES FOR THE TEN MONTHS ENDED  
OCTOBER 31, 1989 COMPARED WITH BUDGET

BACKGROUND:

Enclosed is a Summary of Revenues, Page 1, and a Summary of Expenditures, Pages 2 to 4, for the period ended October 31, 1989, comparing budget to actual for 1989 and also comparing the current percentage of actual to budget with previous year's percentage.

The attached report is the third status report for 1989 of the Summary of Revenue and Expenditures under the new system. As you are aware, a new financial system has been installed by the Treasury Department covering a massive amount of information and involving a conversion to new account numbers and a shift in responsibility of "ownership" of the system from the Systems Department to the individual users. The system changes the input from a batch system to on-line input and allows for an immediate update of most accounts which can be accessed via an enquiry screen. Development of the system is an ongoing task and improvements to the efficiency and effectiveness of its processing and output capabilities is occurring daily.

I am sending a copy of this memo along with the appropriate financial report to the respective secretaries of the other six Standing Committees for distribution to their Committee for their review. Each Committee report contains a Treasury comment.

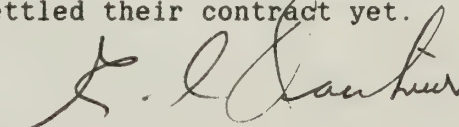
REVENUES:

Page 1 - Revenues in total for 1989 are slightly higher than 1988: 100.0% to 99.5%.

EXPENDITURES:

Pages 2 to 4 - Page 4, total City Expenditures for 1989 are slightly lower than 1988: 83.9% to 85.5% because Local 288 has not settled their contract yet.

Encl.



c.c. Mr. Lou Sage, Chief Administrative Officer  
Mr. J. Schatz, Secretary, Co-ordinating Committee  
Mr. R. Prowse, Secretary, Parks and Recreation Committee  
Mr. R. Prowse, Secretary, Transport and Environment Committee  
Mrs. S. Reeder, Secretary, Planning and Development Committee  
Mr. J. Thompson, Secretary, Legislation Committee  
Mr. J. Thompson, Secretary, Finance Committee



PERSONNEL COMMITTEE

CITY OF HAMILTON  
TREASURY

FINANCIAL REPORT OF CURRENT ESTIMATES FOR THE PERSONNEL COMMITTEE  
FOR THE PERIOD ENDED OCTOBER 31, 1989

DESCRIPTION (1)	APPROVED BUDGET (2)	OUTSTANDING COMMITMENTS (3)	EXPENDITURES TODATE (4)	TOTAL (5)	PERCENT EXPENDED CURR YR (6)	PERCENT EXPENDED PREV YR (7)	BALANCE (8)
CITY SOLICITORS	1,484,810	14,027	1,250,371	1,264,398	85.2	76.1	220,412
HUMAN RESOURCES	2,077,810		1,603,157	1,603,157	77.2	83.3	474,653
FIRE	26,810,620	202,627	20,598,399	20,801,026	77.6	81.9	6,009,494
	30,373,140	216,654	23,451,927	23,668,581	77.9	81.8	6,704,559

TREASURY COMMENTS: The amounts and percentages shown above are consistent with the normal operations of the departments on a basis comparative to that of the prior year. Note the percentage comparisons in columns (6) and (7).



FOR ACTION

4.

REPORT TO: Chairman and Members of the Personnel Committee

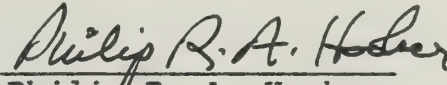
FROM: Philip R. A. Hooker  
Acting City Solicitor

DATE: November 29, 1989  
COMM FILE:  
DEPT FILE: 100-2.1 (Accounts)

SUBJECT: September and October Accounts for  
Litigation services from Ross and McBride

RECOMMENDATION:

1. That Ross and McBride, Barristers and Solicitors, be paid the sum of \$8,587.44, in payment their accounts rendered for the month of September 1989.
2. That Ross and McBride, Barristers and Solicitors, be paid the sum of \$10,210.48, in payment of their account rendered for the month of October 1989.

  
Philip R. A. Hooker  
Acting City Solicitor

FINANCIAL IMPLICATIONS:

N/A

BACKGROUND:

The accounts rendered by Ross and McBride for September and October 1989 have been reviewed by the Legal Department. In accordance with the agreement reached with Ross and McBride and approved by Committee and Council both the September and October accounts have been reduced by 25% to arrive at the figures shown in the recommendation.

Payment of these two accounts will bring the total paid to Ross and McBride, to the end of October 1989, to \$186,773.43. The revised global budget for Ross and McBride for 1989 is \$196,513.16.

c.c. Mr. L. Sage, C.A.O.  
c.c. Mr. Mr. E. C. Matthews, Treasurer  
c.c. Mr. R. Plant, Ross and McBride







FOR ACTION

5.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1989 November 29  
COMM FILE:  
DEPT FILE: C-058-89

SUBJECT:  
Salary re-classification and title change of a position  
in the Public Works Department, Central Garage.

RECOMMENDATION:

That the salary re-classification and title change for the  
following position in the Public Works Department, Central  
Garage be approved:


<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
Vehicle Acquisitions Officer	Specify and receive new replacement vehicles and equipment; arrange for disposal of replaced vehicles and equipment; oversee garage parts inventory and new equipment warranties.	L	\$36,989.16 - \$43,557.28

FINANCIAL IMPLICATIONS:

The financial requirements of this position will be met  
through the Department's current operating budget.

BACKGROUND:

On July 26, 1988 City Council approved the re-classification  
and title change of the existing Fleet Superintendent position.  
This position will act as a resource person and provide  
sound knowledge of vehicle and equipment acquisition.

  
\_\_\_\_\_  
John Johnston  
Commissioner of Human Resources







6.

FOR ACTION

REPORT TO: S. K. Reeder  
Secretary, Personnel Committee

DATE: November 21, 1989

FILE:

DEPT: C-059-89

FROM: John Johnston  
Commissioner, Human Resources Centre

SUBJECT: Reclassifications and New Positions - Department of Culture & Recreation.

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RECOMMENDATION:

That the salary classifications for the following non-union positions in the Culture and Recreation Department be approved in accordance with Item 4 of the Seventeenth Report of the Co-ordinating Committee adopted by Council on September 26, 1989.

<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>SALARY</u>
Manager, Cultural Services	To Manage the Cultural Section by providing heritage, multi-cultural and arts services.	H	\$49,664.68- 58,536.92
Manager, Recreation Services	To manage the recreation section by providing recreational programs and services.	G	\$52,890.76- 62,339.68
Curatorial Assts	To provide support to the Curators and assist with the day-to-day operation of the Museums.	O	\$28,922.92- 33,992.92
Program Co-ordinator	To co-ordinate and facilitate the planning operations and appraisal of special needs and seasonal programs.	K	\$40,330.68- 47,474.96



<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>SALARY</u>
Events Co-ordinator	To co-ordinate the planning operations of recreational events.	K	\$40,330.68- 47,474.96
Manager of Planning Services	To Manage the planning section through long and short term goals and fiscal requirements.	H	\$49,664.68- 58,536.92
Facilities Co-ordinator (2)	To Co-ordinate programs and services of ten recreational sites and various community groups.	I	\$47,820.76- 56,347.72
Heritage Co-ordinator		To be established	
Development Co-ordinator		To be established	
Project Co-ordinator		To be established	

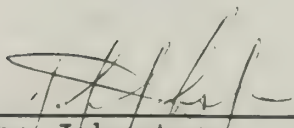
FINANCIAL IMPLICATIONS:

These new and reclassified positions are to be kept within the present personnel allocation of the Department and any subsequent positions arising out of this reorganization will be subject to future budgetary approval.

BACKGROUND INFORMATION:

At its meeting of August 22, 1989 the Parks and Recreation Committee approved the reorganization of the Culture & Recreation Department into three sections, namely, Culture, Recreation and Planning. This reorganization was based upon a consultant's report and a study conducted by the Human Resources Centre.

The item was referred to and adopted by City Council on September 26, 1989.

  
\_\_\_\_\_  
John Johnston,  
Commissioner, Human Resources Centre



FOR ACTION

7.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1989 November 29

COMM FILE:

DEPT FILE: C-060-89

SUBJECT: Classification of Solicitors

RECOMMENDATION:

That effective January 1, 1990 the entry pay grades for Solicitors joining the City Solicitor's Department be determined by the number of years since called to the bar.

That these pay grades (described below) form the salary progression range for those solicitors.

That the salary progression range be a percentage of the first step of the "F" grade to the nearest step in an existing pay range.

<u>Entry Rate:</u> <u>Years Called</u>	<u>% of F1</u>	<u>New Grade/step</u>	<u>Salary</u> (Jan 1/90)
Just called	75	K3	\$45,757.92
At 1 year	80	J1	\$47,805.68
at 2 years	85	H1	\$51,899.64
at 3 years	90	H2	\$56,066.48
at 4 years	95	G1	\$55,270.80
at 5 years or more	100	F1	\$59,967.44

and that after reaching the first step of the "F" range, Solicitors will progress through that range as follows (January 1, 1990 rates):

F2	\$62,375.04
F3	\$65,024.44
F4	\$67,794.48
F5	\$70,564.00



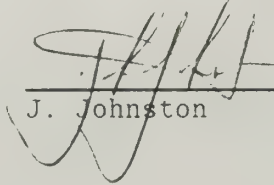
FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

At January 1, 1990 the cost of the change in salary structure will be approximately \$49,200.

BACKGROUND:

The Personnel Committee at its 1989 May 24 meeting requested that the Commissioner of Human Resources review the salary classifications of Solicitors in the City Solicitor's Department. This report recommends a method of structuring the salary grades for the Solicitors.

The present salary ranges for the Solicitors are based solely on job content. As a Solicitor's tenure with the Corporation increases, he or she is assigned progressively more numerous and complex assignments. Under the job evaluation system, change in the nature and number of duties requires a re-evaluation of the job content in order to assign a new pay grade. Frequent reclassification is a cumbersome way to capture this increased responsibility and complexity. It is more appropriate to establishing a pay scale based on number of years since called to the bar, as is done in the private sector and in the Regional Legal Services Department.

  
\_\_\_\_\_  
J. Johnston



FOR ACTION

8.

REPORT TO: Mrs. S. K. Reeder  
Secretary, Personnel Committee

FROM: Mr. John Johnston  
Commissioner of Human Resources

DATE: 1989 November 24  
COMM FILE:  
DEPT FILE: C-061-89

SUBJECT: Appointments to and Terminations from Permanent positions with the Corporation to November 21, 1989.

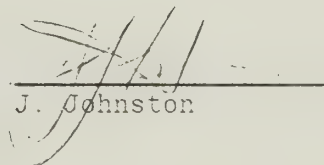
RECOMMENDATION:

As attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

  
J. Johnston



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Daniel C. Murphy	Labourer/Truck Driver (D-7)	Public Works	Replacing Mr. W. Morden - transferred	\$27,202.24 to \$27,618.24	\$27,202.24 per annum	30/10/89



THE CORPORATION OF THE CITY OF HAMILTON  
TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. Kenneth W. Black	Firefighter	Fire	Retired	35 years, 8 months	01/12/89
Mr. Robert L. Culliton	Storeskeeper	Fire	Retired	33 years, 2 months	01/12/89
Mr. James Cummings	Firefighter	Fire	Retired	35 years, 6 months	24/11/89
Ms. Joyce Evans	Senior Accounting Clerk	H.E.C.F.I.	Resigned	1 year, 4 months	17/11/89
Mr. Steven J. Farkas	Firefighter	Fire	Retired	30 years, 6 months	30/11/89
Mr. William S. Hart	Lieutenant	Fire	Retired	34 years, 8 months	30/11/89
Mr. William Lawton	Firefighter	Fire	Retired	31 years, 1 month	01/12/89
Mr. George Linton	Firefighter	Fire	Retired	35 years, 4 months	26/11/89
Mr. Frederick G. Morse	Firefighter	Fire	Retired	35 years, 4 months	01/12/89
Mr. Ronald F. Nordoff	Firefighter	Fire	Retired	32 years, 7 months	01/29/89
Mr. Ronald P. Reid	Firefighter	Fire	Retired	33 years, 3 months	01/12/89
Mr. Leonard G. Saltmarsh	Fire Chief	Fire	Retired	43 years, 4 months	30/11/89
Mr. Harold J. Schatz	Firefighter	Fire	Retired	35 years, 4 months	30/11/89
Ms. Audell M. Schimmel	Director, Culture & Recreation	Culture & Recreation	Retired	40 years, 9 months	31/12/89
Mr. Leonard Spencer	Firefighter	Fire	Retired	33 years, 1 month	29/11/89

Prepared 21/11/89



THE CORPORATION OF THE CITY OF HAMILTON  
TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. John Stasiuk	Lieutenant	Fire	Retired	34 years, 5 months	01/12/89
Mr. Louis E. Stevens	Platoon Chief	Fire	Retired	38 years	01/12/89
Mr. Stanley O. Sutton	Firefighter	Fire	Retired	34 years, 5 months	01/12/89
Mr. Edward M. Zelinski	Firefighter	Fire	Retired	30 years, 8 months	01/12/89

Prepared 21/11/89



LIST OF OUTSTANDING COMMITTEE ITEMS

PERSONNEL COMMITTEE

<u>ITEM</u>	<u>ORIGINAL DATE</u>	<u>ACTION</u>	<u>STATUS</u>
Establishing Procedure for Exit Interviews	1988 June 22	Commissioner of Human Resources	Pending Report
Review and presentation to Committee of Department Policies and Procedures	1988 December 20 (Chairman)	Commissioner of Human Resources  Fire Chief  City Solicitor	Pending Report  Pending Report  Pending Report
Presentation on Employment Equity	1989 February 22	Speaker - To be determined	For a future meeting
Details on cost charged for water rates for fire hydrants	1989 February 22	City Treasurer	Pending Report



P

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

DATE	PLACE	PERSON	REMARKS
1911 Jan 15	Washington D.C.	W. A. Rorer	Received from Mr. Rorer \$100.00 for the purchase of 1000 feet of 2x4 lumber.
1911 Jan 20	Washington D.C.	W. A. Rorer	Received from Mr. Rorer \$100.00 for the purchase of 1000 feet of 2x4 lumber.
1911 Jan 25	Washington D.C.	W. A. Rorer	Received from Mr. Rorer \$100.00 for the purchase of 1000 feet of 2x4 lumber.
1911 Feb 1	Washington D.C.	W. A. Rorer	Received from Mr. Rorer \$100.00 for the purchase of 1000 feet of 2x4 lumber.
1911 Feb 5	Washington D.C.	W. A. Rorer	Received from Mr. Rorer \$100.00 for the purchase of 1000 feet of 2x4 lumber.
1911 Feb 10	Washington D.C.	W. A. Rorer	Received from Mr. Rorer \$100.00 for the purchase of 1000 feet of 2x4 lumber.
1911 Feb 15	Washington D.C.	W. A. Rorer	Received from Mr. Rorer \$100.00 for the purchase of 1000 feet of 2x4 lumber.
1911 Feb 20	Washington D.C.	W. A. Rorer	Received from Mr. Rorer \$100.00 for the purchase of 1000 feet of 2x4 lumber.
1911 Feb 25	Washington D.C.	W. A. Rorer	Received from Mr. Rorer \$100.00 for the purchase of 1000 feet of 2x4 lumber.
1911 Mar 1	Washington D.C.	W. A. Rorer	Received from Mr. Rorer \$100.00 for the purchase of 1000 feet of 2x4 lumber.



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